

Commission on Peace Officer Standards and Training  
Commission Meeting

APR 14 1980

POST  
LIBRARY

to be held on  
April 24, 1980, 10 a.m. to 5 p.m.  
April 25, 1980, 9 a.m. to Noon (approx.)

at the  
Howard Johnson's Motor Lodge  
2300 Auburn Boulevard  
Sacramento, California  
(916) 484-1404

AGENDA

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

A. INTRODUCTIONS

B. APPROVAL OF MINUTES: January 17, 1980, Commission Meeting  
at the San Diego Hilton, San Diego, California

C. ELECTION OF OFFICERS

D. PUBLIC REVIEW OF BASIC COURSE FIXED REIMBURSEMENT

In 1977, the Commission appointed a Committee consisting of 3 Commissioners and 3 Advisory Committee members to study ways of reducing the cost of basic training. The Committee's recommendation was the adoption a fixed salary reimbursement rate, effective in F.Y. 1981/82, of up to \$4.33 per hour for the Basic Course. This would necessitate a change of Commission Procedure E-2-6.

The fixed salary rate concept differs from the present plan of reimbursing agencies on the basis of the rates they pay their officers. The flat rate would reimburse all agencies at the same rate.

As of this writing the Committee is still planning to meet and refine the purposes and intention of this recommendation over the long pull. The Commission will want to carefully consider the Committee's report.

This item is brought to the Commission for a Committee report and input from the public, though it is not formally a public hearing.

E. CONSENT CALENDAR

1. Since the January meeting, there have been 29 new certifications, 7 modifications, and 14 decertifications.

(Consent Calendar cont.)

## Consent Calendar - cont.

2. Southern California Rapid Transit District Entry Into POST Program

The governing body of the Southern California Rapid Transit District has requested entry to the specialized program and has stated its intention to comply with POST standards. Peace officer personnel of the district perform patrol and investigative duties, and the district represents a category previously approved by the Commission. The district has been notified of their acceptance into the program.

In approving the Consent Calendar, your Honorable Commission acknowledges S. C. R. T. D.'s entry into the POST Specialized Program.

3. POST Resource Management System Progress - Needs Assessment

The POST Resource Management System is gradually taking shape as a result of the efforts of committees assigned the task of designing various system components. Initially, the system will focus primarily on training. Resource management for training, as currently envisioned, will consist of three separate but related processes: (1) a process for analyzing training needs to determine the proper nature and content of the POST training delivery program, (2) a process for estimating what the future demands will be on the training delivery program, and (3) a process for evaluating the quality and effectiveness of the POST training delivery program. Eventually other POST programs will be integrated into an on-going Resource Management System. In approving the Consent Calendar, your Honorable Commission takes note of this step.

4. Management Course Contract Increase

Two contract presenters of the management course have requested contract modification to allow one additional presentation at each institution. The two presenters are California State University - Northridge, and San Diego Regional Training Center. The cost of additional presentations at those institutions is \$5,801.75 and \$8,024, respectively, for a total increase of \$13,825.75. (This raises the overall price for management course contracts from \$116,708 to \$130,533.) The added presentations are necessary principally because of increased enrollment by the departments using these courses. This training is mandated for promotional situations. Staff has processed contract modifications pending approval of the Commission. In approving the Consent Calendar, your Honorable Commission approves the increases.

5. CorrespondenceF. FINANCIAL REPORT - 3rd QUARTER F. Y. 1979/80

The handout at the meeting will outline the revenue and reimbursements for the first three quarters of F. Y. 1979/80.

## G. ALTERNATE BUDGET PROPOSAL REPORT

POST has complied with the Governor's direction to prioritize reductions in our budget, up to 30% of our total baseline previously approved and submitted to the Legislature, to cover possible changes that may be caused if Proposition 9 passes. We identified cuts in services in the Administrative Budget and course offerings in the Aid to Local Government Budget. We will not know what action will be required until after the election in June.

## H. REVIEW OF POST's TRAINING PACKAGE

For sometime the Commission and staff has been concerned that appropriate review be given in the total POST package or portfolio. At its January 1980 meeting, the Commission asked that a review of the POST training package be made an item for the April 1980 Commission meeting agenda. Included under the tab is a copy of a staff report which both summarizes program content and provides some philosophical structure to assist the Commission in its review. We expect that the review may extend beyond one Commission meeting and even a Review Committee of the Commission may be established to look at the matter in depth.

The report prepared is not intended to provide all the answers. Rather, it is a review of our program in synopsis pointing out some of the inconsistencies and indicating a need for better planning, and suggesting changes that should be considered in the overall plan that should be developed.

## I. RECOMMENDATION FOR 1980/81 REIMBURSEMENT PLAN

There are many unknowns relative to the amount that will be available for reimbursement and the number and type of courses that will be required for an estimated number of trainees in 1980-81. Consequently, several alternatives are provided for consideration along with the recommendation to maintain the "30%PLUS" formula for salary.

- - - Lunch Recess until 1:30 - - -

## J. CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI)

At its January 1980 meeting, the POST Commission deferred a decision on a CSTI 1980-81 funding request and asked staff to prepare a study and report back at the Commission's April 24-25, 1980, meeting in Sacramento. In response to POST Bulletin 80-2, "CSTI -- Issues and Options", a number of organizations and individuals have expressed interest in the study.

The study addresses seven alternative courses of action the Commission may choose to consider:

Alternative No. 1 - Take no action to replace training being presented at CSTI.

## CSTI - cont.

- Alternative No. 2 - Disperse specialized training presented at CSTI within the existing training delivery resource system
- Alternative No. 3 - Utilize POST staff to actively facilitate the organization, development and presentation of courses to assure high-quality specialized training.
- Alternative No. 4 - Contract with one or more providers for presentation of current CSTI courses.
- Alternative No. 5 - Undertake direct provisions of specialized training by POST trainers.
- Alternative No. 6 - Absorb the CSTI into POST by administrative action.
- Alternative No. 7 - Support or initiate legislation to place CSTI within POST.

The study suggests that some alternatives are neither practicable nor desirable. The study indicates that Alternatives 2, 3, and 4, or some combination thereof, might best serve the Commission's purpose. These alternatives will be the thrust of staff's recommendation.

During the preparation of the study, there have been a number of changes in the CSTI request. We anticipate the possibilities of further changes in the request prior to the Commission meeting. For these and other reasons, the report is without specific staff recommendations at this stage because of the nature of the process. Recommendations will be prepared prior to the Commission meeting.

K. CONTRACTS1. Legislative Update Contract - CPOA

Commission staff is recommending that POST contract with the California Peace Officers' Association (CPOA) to assist in presenting the Legal Update Program for 1981. This program consists of publication of a manual and the conducting of 18 seminars throughout the State to assist law enforcement agencies in understanding law changes occurring during 1980. This program has been sponsored by POST, in cooperation with CPOA, the Attorney General's Office, and the California Highway Patrol, since 1976. The total contract cost for this year's program is \$22,854, a reduction of \$5,832 from last year's agreement, with POST assuming the cost of printing the document.

Contract - cont.

2. DOJ/POST Training Contract

The DOJ/POST Interagency Agreement has been negotiated for \$571,842. This will provide California law enforcement agencies with at least 169 presentations of 27 separate certified courses for a minimum total attendance of 3,350 officers. The training proposed is well within POST certification guidelines.

The objectives of POST involvement with DOJ for training are to provide training based on the DOJ area of special expertise which are not ordinarily available through other sources, and to provide on-site training to small and medium-sized law enforcement agencies in remotely located areas not otherwise available through local sources.

There are three newly developed courses in this agreement that are yet to be certified. The additional courses will provide necessary training in critical areas, such as crimes dealing with the aged and proper management of the police records functions. The third course, Cargo Theft Investigation, will assist in rounding out the white collar crime series.

With travel, per diem, and salary reimbursements, the estimated total fiscal impact to the POTF is approximately \$927,514.

3. Management Courses

Staff has met with representatives of each of the five contract presenters of the mandated management course. Need has been identified for 21 course presentations during F. Y. 1980/81. Presentation of the course will vary somewhat in cost between presenters due to differing costs for facilities, instructor salaries, and travel for instructors. Exact costs have not yet been finalized in all cases since staff is reviewing all cost items and the Commission is being asked at this meeting to modify tuition guidelines. It is believed that the average presentation cost will be \$7,619, and that the maximum will not exceed \$8,100 per presentation. Based on estimated number of students mandated to take this course, 21 presentations will be necessary. Total cost for 21 presentations would be approximately \$170,000. Staff recommends that the Commission authorize the Executive Director to execute contracts with the presenters with costs not to exceed the \$170,000 total for the fiscal year.

L. DRIVER TRAINING COMMITTEE REPORT

At its January 1980 meeting, the Commission directed staff to certify driver training for recruit officers as an interim program to terminate July 1, 1980. Staff has developed and is certifying such training. The total cost will be

considerably less than the \$175,000 limit set by the Commission. A cost-sharing arrangement to fund this training has been worked out with college funded academies. POST has agreed to reimburse a maximum of \$150 per employed trainee, and the balance of the cost will be borne by the academies. Agency academies will also be reimbursed up to \$150 per student per driver training student based on justifications.

In order to provide for availability of in-service refresher training, staff has renewed certification of the 3-day defensive driving course at the Academy of Defensive Driving. Certification is Plan IV (POST reimburses for travel and per diem costs only - user departments bear the tuition cost). Current non-reimbursable tuition is \$207. An arrangement has been effected under which Golden West Community College will become a co-presenter and offset \$63.00 of the tuition. User departments will then pay only \$144 per trainee.

The Commission also directed staff to develop an RFP for review at the April meeting. The intended purpose of the RFP was to invite bids for contractual presentations of recruit driver training. The Commission's Driver Training Committee and staff have met and discussed the RFP in light of experience gained in developing the interim program. For several reasons including (1) need for more precise specifications of course content, (2) difficulties in scheduling one or a few vendors to present training to multiple academies, (3) existence of only one or two potential bidders for a contract, and (4) need to review implementation and effect of the interim program; it has been concluded that an RFP would be premature at this time.

The Driver Training Committee proposes that the Commission approve the following recommendations:

1. Continue the now-established interim program with a \$150 maximum reimbursable driver training fee. The estimated total cost for a six-month estimation period would be \$165,000.
2. Reassess need for an RFP at the January 1981 meeting.
3. By policy, specify that non-affiliated students may provisionally graduate from the basic academy without completing behind-the-wheel driver training. Provide that such students, upon employment, must complete their driver training.
4. Mandate currently optional skid control performance objectives effective July 1, 1980.

#### M. TUITION GUIDELINES REVIEW

Present tuition guidelines established by the Commission are sometimes not sufficient to attract certain specialized presenters. Staff recommendations include maintaining the basic rate at a maximum of \$25 per hour but increasing the maximum allowable rate available to \$62.00

## Tuition Guidelines Review - cont.

per hour upon justification of special needs; increasing maximum allowable rate for clerical service to \$6.50 per hour; and increasing the per hour maximum rate for course coordination to \$15 (from \$9), based on written justification and based on special need for greater degree of expertise.

This is the first increase in tuition guidelines since 1975 and is needed to assure availability of qualified instructors for certain types of courses. The total estimated impact on the POST Fund will be a function of how often it will be necessary to pay above the \$25 per hour rate.

### N. LEGISLATIVE REVIEW COMMITTEE

Commissioner Edmonds, Chairman of the Legislative Review Committee, will report on the Committee's action at the April 3, 1980, meeting. Items to be discussed include: (1) status report of active legislation; (2) change of status recommendation on A.B. 1310; and (3) new legislation.

### O. ADVISORY COMMITTEE REPORT

The POST Advisory Committee held their quarterly meeting in Sacramento at the POST headquarters on April 8-9, 1980, to discuss several items. The Committee Chairman will make a report to the Commission.

### P. COURSE CERTIFICATION POLICY

POST Commission policy has been studied and new administrative guidelines developed in order to compile, in one place, all policy which staff believes would provide for more effective course certification procedures. The collection and publication of these policy guidelines will assist staff in implementing Commission policy in the certification of future courses. The policy statements are consistent with the POST Resource Management System concept implementation. The appropriate action would be to confirm the policy statements. Such action would not preclude further refinements in the future.

### Q. JOB-SPECIFIC COURSE CURRICULUM GUIDELINES

Law enforcement members of the CPOA Training Standards Committee have assisted POST in developing performance objectives for each of the 25 Commission-identified, job-specific training courses. The performance objectives are being prepared in booklet form and will be distributed prior to the meeting. The recommended adoption of these objectives will provide much needed guidelines for staff in reviewing and comparing curriculum of proposed job-specific courses and, as well, a core content for job-specific courses.

### R. GRANT APPLICATION

As agreed with the Department of Finance, staff has prepared and submitted

### Grant Application - cont.

grant applications to the Office of Criminal Justice Planning and to the Law Enforcement Assistance Administration for the continued funding of the Research and Evaluation Bureau. A copy of each grant application is provided under Tab R. The requested action is for the Commission to approve the grant application and authorize its submission.

### S. KAY HOLLOWAY MEMORIAL SCHOLARSHIP FUND

The Commission, at the January 17, 1980, meeting, as a special tribute to former Chairman of the Commission, Chief Kay Holloway, and to proliferate the high ideals she held for upgrading the competence of all law enforcement practitioners, asked staff to establish "The Kay Holloway Memorial Scholarship Fund." There are several complications which prevent POST from administering such a fund.

"The Kay Holloway Memorial Scholarship Fund" has been established at the California State University, Long Beach Foundation, 1250 Bellflower Boulevard, Long Beach, California 90840.

The Memorial Fund will be administered by the staff of the Department of Criminal Justice, California State University of Long Beach, Commission on Peace Officer Standards and Training, and the Memorial Fund Selection Screening Committee.

The Selection Screening Committee will develop criteria for awarding scholarships to qualified, graduate level candidates. Other specific details concerning the establishment of "The Kay Holloway Memorial Scholarship Fund" will continue to be explored.

It is hoped that a member of the Commission will be appointed to serve on the Selection Screening Committee.

### T. OLD/NEW BUSINESS

#### 1. Nondiscrimination in State-Supported Programs and Activities

The Health and Welfare Agency, on February 21, 1980, released their "Nondiscrimination in State-Supported Programs and Activities" guidelines to all state agencies. The guidelines establish standards for determining which persons are protected, what practices are discriminatory, and specify sanctions that may be imposed. State agencies that come within the guidelines must adopt rules and the regulations to implement the guidelines. Guidelines will become effective on or before July 1, 1980.

Staff has received these guidelines and is reviewing them to determine its applicability to POST and POST programs.

Public hearings will be held in the following locations for those interested



## Old/New Business - cont.

in attending:

Los Angeles  
 107 S. Broadway, Room 1138  
 April 7 & 8, 1980  
 10 a.m. to 5 p.m.

Fresno  
 2550 Mariposa Street, Room 1036  
 April 14, 1980  
 10 a.m. to 5 p.m.

San Francisco  
 350 McAllister Street, Room 1194  
 April 16, 1980  
 10 a.m. to 5 p.m.

Sacramento  
 722 Capitol Mall, Room 1098  
 April 21, 1980  
 10 a.m. to 5 p.m.

2.

U. PROPOSED DATES OF FUTURE MEETINGS

July 17-18, 1980, Los Angeles Airport Marina Hotel  
 October 16-17, 1980, Sacramento Inn, Sacramento  
 January 22-23, 1981, San Diego Hilton, San Diego  
 April 16-17, 1981, Northern California

V. ADJOURNMENT

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date	
Financial Report - Second Quarter 1979-80		January 17-18, 1980	
Division	Division Director Approval	Researched By	
Administration	<i>[Signature]</i>	Staff	
Executive Director Approval	Date of Approval	Date of Report	
<i>[Signature]</i>	1-14-80	January 11, 1980	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>	
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).			

This report is the semi-annual financial report for the 1979-80 Fiscal Year, July 1 through December 31, 1979, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

Reimbursements made for each course category of training,  
 Number of trainees,  
 Cost per trainee,  
 Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first six months of the 1979-80 Fiscal Year totaled \$7,397,768.15 compared to \$6,670,169.29 for the corresponding period in 1978-79, an increase of \$727,607.86 (11%). (See Page 3 showing detail of revenue by month.)

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first six months of the 1979-80 Fiscal Year totaled \$4,818,478.81. Included in this amount is approximately \$1,600,000 in reimbursement for training completed during the 1978-79 Fiscal Year. Revised accounting procedures beginning July 1, 1979, provide for the payment of claims from funds available for the fiscal year in which the claims are received by POST without regard to the fiscal year of training.

A total of \$11,652,392 has been authorized for reimbursement in Fiscal Year '79/80. Historically, the largest portion of the total expenditure for reimbursement occurs in the second half of the year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE  
1979-80 FISCAL YEAR

<u>MONTH</u>	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>SURPLUS INVESTMENT AND OTHER</u>	<u>TOTAL</u>
July	894,060.10	474,508.67	\$	\$ 1,368,568.77
August	907,291.92	427,382.27		1,334,674.19
September	437,654.95	214,338.08		651,993.03
October	896,389.07	418,349.19		1,314,738.26
November	727,698.50	379,813.62	11,850.00	1,119,362.12
December	<u>1,086,556.45</u>	<u>521,875.33</u>		<u>1,608,431.78</u>
TOTAL	<u>\$4,949,650.99</u>	<u>\$2,435,267.16</u>	<u>\$11,850.00</u>	<u>\$ 7,397,768.15</u>

1/14/80

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS  
7/1/79 - 12/31/79

RESOURCES

Accumulated Reserve July 1, 1979	\$ 2,786,553.30	
Revenue July 1, 1979 through December 31, 1979	<u>7,397,768.15</u>	
TOTAL RESOURCES		\$ 10,184,321.45

EXPENDITURES

Administrative Costs		
Cash Disbursed	\$ 1,235,576.49	
Debts to be Paid	<u>381,633.80</u>	
Total Administrative Costs		\$ 1,617,210.29
Aid to Local Governments		
Training Claims Paid	\$ 2,110,656.47	
Training Claims to be Paid	2,702,941.36	
Contractural Services	388,215.27	
Letters of Agrecmt & Room Rentals	15,911.55	
Contractural Serv. to be Paid	880,098.52	
Refund-prior year contract	<u>- 3,054.78</u>	
Total Aid to Local Governments		6,094,768.39
Prior Year Net Expenditures	- 239,535.49	
TOTAL EXPENDITURES		\$ <u>7,472,443.19</u>
Subtotal, Accumulated Reserve		2,711,878.26
Plus Reimbursements Due		162,020.72
ACCUMULATED RESERVE DECEMBER 31, 1979		\$ <u>2,873,898.98</u>

1/14/80

SENATE CONCURRENT RESOLUTION

5

WHEREAS, the Commission on Peace Officer Standards and Training has been created by the Legislature to raise and maintain the competence of local and State law enforcement officers; and

WHEREAS, it is the Legislature's intent that the Commission on Peace Officer Standards and Training accomplish this goal by promulgating training standards; and

WHEREAS, the Legislature has identified a need for further development of such training standards, now therefore, be it

RESOLVED by the Senate of the State of California, the Assembly concurring, that the Commission on Peace Officer Standards and Training is hereby directed to conduct a study of basic training standards for peace officers described in P.C. 832 and adopt a plan of action to incorporate any improvement in standards that may be indicated. It is recommended that the sum of \$50,000 from the Peace Officer Training Fund (POTF) be allocated to the budget of the Commission on Peace Officer Standards and Training to carry out the provisions of this study.

RESOLVED, that the Commission on Peace Officer Standards and Training report to the Legislature by January 26, 1982 describing the plan which has been adopted.

1/14/80

The following correspondence has been received in response to POST  
Bulletin 80-4 - Flat Rate Reimbursement for Basic Course Proposal

Comments

1. El Segundo Police Department  
Concur with philosophy of a flat rate reimbursement for all Basic Course trainees irrespective of their pay scale.
2. Foster City Police Department  
Fully concur with standardizing basic academy salary reimbursement rate and the philosophy of starting recruits at a salary rate less than academy graduates.
3. San Bernardino County Sheriff  
Agree with the concept but feel \$4.33 per hour is not realistic. (This dept. would lose appl \$972 per student.)
4. Stanislaus County Police Chiefs, Sheriff's and District Attorney's Assoc.  
Could not form an opinion without more background material, i.e., why the change
5. Stanislaus County Sheriff  
The change will be beneficial to the majority of departments and the area of need in basic training reimbursement is well met.
6. Director Department of Public Safety  
San Francisco State University  
An analysis of the proposal exposes several areas that need clarification. The fixed amount could become antiquated and severely inadequate in a short time.
7. Patterson Police Department  
Do not agree with the proposed flat rate reimbursement for basic course trainees. The rate should be at 100% of employee's salary rate per hour.
8. Siskiyou County Sheriff's Office  
The long-range ramifications on our ability to recruit qualified candidates for deputy sheriff would be gravely affected. Strongly protest.

SUGGESTED STATEMENT FOR COMMISSIONER JACKSON

The Future Basic Training Committee met April 17, 1980 in order to brief the four new members on the background of the committee and the evolution of the recommendation.

After considering the uncertain financial picture with the possibility of Proposition 9 passing and the flexible POST salary reimbursement rate, the committee feels that it would be wise to act only after a thorough review and analysis of the underlying purposes of the proposal in the light of present circumstances. This could include examination of local views.

The committee recommends action on this be withheld and that staff be instructed to process this issue through seminars or other means which will result in local input and subsequent analysis, possibly as part of the development of the POST resource management system.

The committee will subsequently report back at a future Commission meeting.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Basic Training Reimbursement Change</b>		Meeting Date <b>April 24, 25, 1980</b>
Division <b>Administration</b>	Division Director Approval <i>Brooks W. Wilson</i>	Researched By <b>Brooks W. Wilson</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>4-7-80</b>	Date of Report <b>3/10/80</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUE

Public Review on the adoption of a fixed salary reimbursement rate of \$4.33 for the Basic Course.

BACKGROUND

In 1977, the Commission appointed a subcommittee consisting of three Commissioners and three Advisory Committee Members to study ways of reducing the cost of basic training. After several meetings and consultations with police groups and the Commission, they recommended the adoption of a fixed salary reimbursement rate, effective in Fiscal Year 81/82, of \$4.33 per hour for the Basic Course.

ANALYSIS AND RECOMMENDATION

Establishment of a fixed reimbursement rate is appropriate because it is one time in their careers that police officers statewide are engaged in equivalent activities. It would stabilize salary reimbursement level for basic training and provide a savings to the Peace Officer Training Fund in future years. Another advantage and an intention of the sub-committee is the encouragement of lower paid trainee classifications, a concept which has been adopted by a significant number of departments.

An hourly rate of \$4.33 equates to \$750 per month which fell within the lower quartile of police salaries statewide in Fiscal Year 77/78.

Fiscal Year 81/82 was selected for implementation due to the fact that the average police salary was projected to reach \$8.78 per hour based on an annual increase of 7½%.

Using the \$8.78 figure as a base, and assuming a salary reimbursement rate of 50%, implementation of the \$4.33 fixed hourly rate would save the POTF approximately \$23 per trainee.



Subsequent events have emphasized the instability of our reimbursement rate, however; 50% may or may not be the appropriate figure for comparison. In recent years, we have reimbursed at 100%, 60% and 50%. Currently, we are reimbursing tentatively at 30% with the possibility of a year end supplement. Fiscal impact, therefore, is compared on the attached chart using reimbursement rates of 100%, 60%, 50%, 30% and 40%.

#### RECOMMENDATION

Fix the reimbursement rate at \$4.33 by adopting the following change in the Commission Procedure.

Commission Procedure CP E-2-6

#### SALARY

The rate of reimbursement for the trainees' salary in the Basic Course shall be the actual rate up to \$4.33 per hour; for all other courses for which salary is reimbursed it shall be (to be determined) % of actual.

COST ANALYSIS OF PROPOSED  
\$4.33 FIXED REIMBURSEMENT RATE

*PROJECTED HR. SALARY	FISCAL YEAR 81/82	FISCAL YEAR 82/83	FISCAL YEAR 83/84
100%	\$ 8.73	\$ 9.43	\$ 10.13
60%	\$ 8.73	\$ 9.43	\$ 10.13
50%	\$ 5.26	\$ 5.63	\$ 6.08
40%	\$ 4.33	\$ 4.72	\$ 5.07
30%	\$ 3.51	\$ 3.77	\$ 4.05
20%	\$ 2.63	\$ 2.82	\$ 3.04

FISCAL IMPACT PER TRAINEE 387 HOURS	FISCAL YEAR 81/82	FISCAL YEAR 82/83	FISCAL YEAR 83/84
100%	\$ -1722 *	\$ -1974	\$ -2245
60%	\$ - 360	\$ - 503	\$ - 677
50%	\$ - 23	\$ - 151	\$ - 236
40%	\$ + 317	\$ + 217	\$ + 108
30%	\$ + 653	\$ + 585	\$ + 499

TOTAL FISCAL IMPACT-2500 TRAINEES	FISCAL YEAR 81/82	FISCAL YEAR 82/83	FISCAL YEAR 83/84
100%	\$-4,305,000	\$-4,935,000	\$-5,612,500
60%	\$- 900,000	\$-1,257,500	\$-1,692,500
50%	\$- 5,750	\$- 377,500	\$- 715,000
40%	\$+ 792,500	\$+ 542,500	\$+ 270,000
30%	\$+1,645,000	\$+1,462,500	\$+ 124,750

\*BASED ON ANNUAL AVERAGE INCREASE OF 7-1/2% \* - INDICATES FIXED RATE WOULD SAVE POTF MONEY  
+ INDICATES FIXED RATE WOULD COST POTF MONEY

# Memorandum

: Norman C. Boehm  
Executive Director

Date : April 21, 1980

From : Brooks W. Wilson, Chief  
Program Services Bureau  
**Commission on Peace Officer Standards and Training**  
Administration Division

Subject: FUTURE BASIC TRAINING SUBCOMMITTEE MEETING

The following is my impression of the direction given by the committee at the meeting on April 17. Please let me know if I am on course. If so, I will proceed:

We are to hold a series of meetings around the state with police administrators to obtain their views and preferences regarding the objectives of this subcommittee. The inquiry is to delve into some philosophical considerations and to obtain input into some specific quantified alternatives. These are:

1. What are their views and opinions regarding the relative importance of basic training vis-a-vis other training as reflected in reimbursement policy. This would be drawn from them with an understanding that with uncertain and fluctuating revenue, fixing the amount of reimbursement for basic, any necessary cutback in reimbursement could only be made in other programs. In other words, do they want a fixed and stable rate.
2. If a stable rate is desired, in what form should it be?
  - a. a fixed total as recommended by the <sup>original</sup> regional committee
  - b. a fixed percentage, e.g., 50%
3. If stabilized, what should the level be?
  - a. 40%, 50%, 60%, etc.
  - b. \$4.33 per hour (\$750 per month), \$4.62 per hour (\$800 per month), etc.

The meetings should be scheduled in time to prepare an analytical report for the committee to be presented at the July Commission meeting.

The analysis, both for the review groups and the final report, should be simple with as few dimensions as possible (easier said than done).

I am to prepare a brief statement for Commissioner Jackson stating these directions from the committee with their reasons for delaying a decision and soliciting immediate input from anyone attending the meeting to testify.

cc: Gerald E. Townsend

*Suggested statement for Comm. Jackson*

The Future Basic Training Committee met April 17 in order to brief the four new members on the background of the committee, and the evolution of the final recommendation.

The Committee, considering the uncertain financial situation--Proposition 9 and the instability of the current salary reimbursement level--feels that it would be wise to delay action on the proposal until it could systematically examine local views on the fundamental philosophy of this issue along with what level of basic training salary reimbursement should be provided. They feel that this hearing could be a good starting point for that inquiry.

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 17, 1980  
San Diego Hilton, San Diego

The meeting was called to order at 10 a.m. by Acting Chairman Trives  
A quorum was present.

Commissioners Present:

Nathaniel Trives	- Acting Chairman
Al Angele	- Commissioner
Robert Edmonds	- Commissioner
Brad Gates	- Commissioner
Jacob Jackson	- Commissioner
Jay Rodriguez	- Commissioner
John Van de Kamp	- Commissioner
Robert Vernon	- Commissioner
Joe Williams	- Commissioner
George Deukmejian	- Attorney General, Member Ex Officio

Commissioners absent:

Kay Holloway - deceased  
William Kolender - out of country

Staff Present:

Norman Boehm	- Executive Director
Ronald Allen	- Chief, Executive Office
Donald Beauchamp	- Legislative Coordinator
Glen Fine	- Bureau Chief, Operations Division
Bradley Koch	- Director, Operations Division
Bobby Richardson	- Bureau Chief, Operations Division
Gerald Townsend	- Director, Administration Division
George Williams	- Bureau Chief, Research and Evaluation
Brooks Wilson	- Bureau Chief, Administration Division
Imogene Kauffman	- Executive Secretary

Visitors:

Barbara Ayres	- Orange County Sheriff's Department
Lonnie Beard	- Sacramento County Sheriff's Department
Bob Blanchard	- Riverside City College
Harold Carter	- El Centro Police Department

Ben Clark	- Sheriff, Riverside County
Lee Clingan	- Pasadena Police Department
Chuck Conaway	- Orange County Sheriff's Department
R. David Dietrich	- Office of Criminal Justice Planning
Ed Doonan	- Sacramento County Sheriff's Department
Hugh French	- University of California - San Diego Police Department
John Fries	- Fresno Police Department
Don Forkus	- Brea Police Department and representing Orange County Chiefs' Assoc.
L. O. Giuffrida	- C.S.T.I.
Mike Gonzales	- Montebello Police Dept. and representing C.A.P.T.O.
John Greenway	- Kellogg West, Cal Poly University
Al Gutierrez	- Kern County Sheriff's Department
Herb Hoover	- D.O.J. Training Center
Richard D. Klapp	- San Francisco Police Dept. and C.A.D.A. rep.
Sam Lowery	- Riverside Sheriff's Department
Richard H. Lucero	- P.O.R.A.C.
Joe McKeown	- Contra Costa Criminal Justice Training Center
W. M. Mahurin	- Academy of Defensive Driving
Eugene L. Majors	- San Bernardino Sheriff's Department
Gerald S. Martin	- Compton Police Department
Martin Mayer	- League of California Cities
Geri Mead	- Chapman College
Gary R. Rogers	- Southern Pacific Railroad Police Dept.
George E. Rush	- C.S.U. - Long Beach
Otto Saltenberger	- Consumer Affairs, Dept. of Investigation
Rick Terborch	- Simi Valley Police Dept.
Larry Vaughan	- Academy of Defensive Driving
Barney Watkins	- Southern Pacific Railroad Police Dept.
Hernan L. Wiles	- Control Data Corp.
Shelby Worley	- Riverside County Sheriff's Department
David Yancey	- Sacramento Police Department

#### A. INTRODUCTIONS AND ACKNOWLEDGEMENTS

- Chairman Trives called for a two-minute silence in memory of recently deceased Chairman Kay Holloway.
- A Resolution in commemoration of Kay Holloway's dedicated career to law enforcement and the POST Commission to be presented to her family, was unanimously approved.

MOTION - Edmonds, second - Rodriguez, carried unanimously that as a special tribute for former Chairman Kay Holloway, it is appropriate the Commission sponsor the establishment of a Kay Holloway Special Memorial Fund to be utilized to further research and training. The Fund would be supported by donations from the private sector and would be considered for projects that might be submitted by law enforcement throughout the State.

- Newly appointed for a three-year term was Robert L. Vernon, Assistant Chief of Police of Los Angeles Police Department. Commissioner Vernon replaces Louis Sporrer who retired.
- Acting Chairman Trives announced he had been reappointed for a three-year term on the Commission.

MOTION - Gates, second - Van de Kamp, carried unanimously for approval of a Special Award to Louis Sporrer for his three-years of service on the Commission.

B. APPROVAL OF MINUTES OF OCTOBER 25, 1979

MOTION - Angele, second - Gates, carried unanimously that the minutes of the October 25, 1979, Commission meeting at the Sacramento Inn, Sacramento, be approved.

C. CONSENT CALENDAR

MOTION - Jackson, second - Rodriguez, carried unanimously for approval of the following Consent Calendar items:

1. Course Certification/Modification/Decertification Report
2. PCP Management Report (Information)
3. Child Abuse and Neglect Management Report (Information)
4. Tulare County Marshal's Withdrawal from POST program

D. FINANCIAL REPORT - 2nd Quarter F. Y. 1979/80 - Attachment "A"

E. REIMBURSEMENT POLICY REVIEW - Advanced Officer and Other Courses

The Executive Director reported on the need to keep POST finances within budget and outlined the alternate proposals staff had prepared.

The issue was opened for discussion, and the following representatives of jurisdictions and associations addressed the Commission:

Chief Don Forkus, LaBrea P.D.	President, Orange County Chiefs' and Sheriff's Association
Richard Lucero	President, PORAC
Lieutenant Richard Klapp	San Francisco Police Department
Sheriff Ben Clark, Riverside	Representing C. P. O. A.
Sergeant Mike Gonzales, Montebello	Representing C. A. P. T. O.
Sergeant Ed Doonon	Sacramento Sheriff's Department
Lieutenant David Yancey	Sacramento Police Department

Following much discussion:

MOTION - Edmonds, second - Deukmejian, for adoption of staff recommendation Alternative B.1.: "Departments will

Reimbursement Policy Review - cont.

be reimbursed for the salary of officers attending salary reimbursable training courses as follows: 25% of salary paid quarterly, with any POST Aid to Cities and Counties Funds remaining after the conclusion of the fiscal year to be subvented by prorating the remaining monies among the participating agencies', with the amending proviso to the recommendation that Advanced Officer and Job Specific Courses only be included in the motion.

Following discussion, the Chairman offered a substitute motion (by passing the microphone and offering the amendment as a Commissioner):

SUBSTITUTE MOTION - Trives, that the percentage rate be changed from 25% to 30% across the board for all reimbursable courses.

Commissioner Rodriguez moved to stop the debate and to call for the previous question. Motion carried with one opposing vote.

The Chairman called for a vote on the substitute motion. Motion failed, six nays and four ayes.

The Chairman then called for the vote on the original motion by Commissioner Edmonds.

Before the question was called, the Attorney General expressed concern that there was no termination date set on either motion and proposed that the motion be limited to the next two quarters; the Commission will take a look at how it is proceeding. If there is still a deficit situation and if it is necessary to go to the Legislature for additional help, the Commission can refer to the effort made to reduce the deficit to meet the problem.

Commissioner Edmonds agreed to this amendment to his motion.

The vote was called, and Commissioner Edmonds' motion carried (Angele - No ).

MOTION - Van de Kamp, second - Edmonds, carried unanimously, that the issue be placed on the April 1980 Commission agenda to see if the Commission desires to make any decisions about the forthcoming fiscal year.

Commissioner Gates requested the motion include a review of the Commission's entire training package. Van de Kamp agreed this should be included in his motion.



## Reimbursement Policy Review - cont.

MOTION - Edmonds, second - Rodriguez, for adoption of the following portion of staff recommendation D. 2. : "A department may send 100% of its personnel to Advanced Officer training each year if it so desires. POST will reimburse travel and subsistence for all attending personnel. POST will reimburse salary (at the rate determined for other reimbursements) for up to 25% of a department's personnel attending the A. O. Course in any one single year. MOTION FAILED: Noes: Trives, Edmonds, Gates, Jackson, Williams, Deukmejian. Ayes: Angele, Rodriguez, Van de Kamp, Vernon

- - - Lunch Recess - - -

With further input following the luncheon recess, Commissioner Gates moved for reconsideration of the action taken at the morning session which placed the salary reimbursement for A.O. and Job Specific training at 25%. Vernon seconded the motion, and it carried unanimously.

The ensuing discussion focused on the need to maintain good financial administration of POST funds and avoid a potential budget over-run with consideration for maximizing equity and administrative simplicity.

MOTION - Gates, second - Rodriguez, carried unanimously that departments will be reimbursed for the salary of officers attending salary-reimbursable training courses at the rate of 30% of salary for training commenced in the 3rd and 4th quarters of the F. Y. 1979/80, with any remaining budgeted money at the end of the fiscal year to be distributed on a pro rata basis to these departments up to the 50% rate.

F. REIMBURSEMENT PLANS FOR F. Y. 1980/81

MOTION - Jackson, second - Gates, carried unanimously to table this decision until the April 1980 Commission meeting.

G. POST RESOURCE MANAGEMENT SYSTEM

The Executive Director introduced the concept of a POST Resource Management System and stated that if the concept is acceptable to the Commission, staff will work on incorporating the principles into POST operations. The POST Resource Management System was summarized into six steps:

1. Needs Assessment Process
2. Program Conceptualization
3. Training Delivery Resource System

POST Resource Management System - cont.

4. POST Services Use Estimates
5. Financial Allocations
6. Evaluation

MOTION - Van de Kamp, second - Williams, carried unanimously for approval of the proposed POST Resource Management System.

H. REVIEW OF CONTRACTS FOR 1980/81

1. Administrative Contracts:

MOTION - Gates, second - Van de Kamp carried unanimously for approval of the proposed contracts of \$68,427, in substance, with exact costs to be negotiated individually.

2. Legislative Update Contract with CPOA:

MOTION - Gates, second - Jackson, carried unanimously for approval of the staff recommendation that POST contract with CPOA to assist in the publication of 2,700 legal update manuals and the presentation of 18 seminars throughout the State; contract not to exceed \$35,000 and certified under Plan IV.

3. CSTI Training Contract:

In response to the request by CSTI for \$388,000 contract monies, several questions were posed by the Commission, i.e., can the quality of courses be maintained if federal money for CSTI operations is not forthcoming; what would be the amount of financing CSTI would need to continue operations without federal money, etc. Executive Director Boehm reported that at a recent meeting with O.C.J.P. it was indicated the federal money of \$750,000 would not be forthcoming and could POST supply \$550,000 for the first part of the year as a tie-over? It was indicated this would have to be discussed with the Commission.

Executive Director Boehm offered the suggestion of the possibility of reviewing and studying the CSTI situation with Director Giuffrida of CSTI and his staff prior to the next Commission meeting and report back to the Commission at the April meeting.

## CSTI Training Contract - cont.

MOTION - Jackson, second - Angele, carried unanimously that staff be instructed to conduct a study and present a report on the issues and alternatives of POST's providing certain types of training at a central facility, with or without the initials "CSTI", and to report back to the Commission at its April 1980 meeting before further consideration of the CSTI contract proposal.

## 4. DOJ/POST Training Contract (Interagency Agreement):

MOTION - Van de Kamp, second - Gates, carried unanimously for approval of the staff recommendation that staff be authorized to negotiate a contract with DOJ not to exceed \$572,892 to be presented to the Commission at its April 1980 meeting.

## 5. Management Courses

MOTION - Edmonds, second - Rodriguez, carried unanimously for approval of the following staff recommendation:

The Commission authorize the Executive Director to enter into contracts with the five Management Course presenters for a maximum of 20 course presentations not to exceed a cost to POST of \$143,149.18, plus any increases approved in the tuition guidelines at the April Commission meeting.

Vendors are:

Intergovernmental Training and Developmental Center  
in San Diego  
CSU, San Jose  
CSU, Humboldt  
CSU, Northridge  
CSU, Long Beach

## Management Courses - cont.

Staff will review training needs to determine scheduling and allocation of authorized courses to presenters. Negotiations will be conducted with each of the five presenters and a report submitted to the Commission at the April meeting recommending the number of presentations by presenter and the contract amount proposed.

## 6. Executive Development Course Contract:

MOTION - Van de Kamp, second - Williams, carried unanimously for approval of the following staff recommendation:

The Commission authorize the Executive Director to enter into a contract with Cal-Poly Kellogg Foundation to present five presentations of the Executive Development Course during F.Y. 1980/81, not to exceed a contract cost of \$42,010.

## 7. Course Evaluation Instrument Data Processing Service:

MOTION - Deukmejian, second - Edmonds, carried unanimously for approval of the following staff recommendation:

The Commission authorize the Executive Director to enter into a contract with any available vendor to process CEI's during F.Y. 1980/81, in an amount not to exceed a maximum of \$8,000. Should we find that POST computer equipment can provide the needed information for less, after it is operational, we will use POST EDP equipment.

I. Driver Training Committee Report

Glen Fine of POST staff reviewed the proposals of the Driver Training Committee which included the following key recommendations:

Recommendation: The Committee proposes that the key alternatives to be considered by the Commission at this time include:

1. Place funding emphasis on behind-the-wheel driver training for basic academy recruits by providing additional funding for such training in the Basic Course.
2. Continue to provide for general refresher training for experienced officers through Plan IV Technical Courses and Advanced Officer Courses.

Alternative 1 would assure vitally needed training of recruits. Alternative 2 allows, without increased costs to the POTF, continued availability of refresher/remedial training on a local-need basis.

## Driver Training Committee Report - cont.

Recommendation: As a long-term solution, contract with one vendor, if feasible, to present training for all recruit officers statewide.

As an immediate solution to provide training needed in on-going Basic Courses, authorize resumption of tuition-based certified training for recruit officer for the balance of this fiscal year.

If the full Commission concurs, it is proposed that skid control performance objectives for the Basic Course be moved from the optional to the mandatory category.

MOTION - Gates, second - Edmonds, motion carried (No- Jackson) for approval to place funding emphasis on behind-the-wheel driver training for basic academy recruits by providing additional funding for such training in the Basic Course.

There was consensus that the motion include that staff prepare, for Commission approval at the April Commission meeting, an RFP, and that staff proceed with certification of tuition-based driver training for the balance of this fiscal year as described in the report, and that a limit of \$175,000 be placed on such training for the balance of this fiscal year.

J. Organizational Survey Committee - Advisory Committee Membership

Commissioner Edmonds, Chairman of the Organizational Survey Committee, reported the Committee had met and considered the inclusion of the California Academy Directors' Association (CADA) on the POST Advisory Committee.

MOTION - Edmonds, second - Rodriguez, carried unanimously for approval of the request of the addition to the POST Advisory Committee of a representative of the California Academy Directors' Association (CADA).

Lieutenant Richard Klapp, Chairman of CADA, requested consideration of a former request from CADA that Mr. Joseph P. McKeown, Director, Contra Costa Criminal Justice Training Center, be considered for the appointment.

MOTION - Rodriguez, second - Edmonds, carried unanimously that Mr. McKeown be appointed as a member to the POST Advisory Committee.

Committee Chairman Edmonds read a letter directed to the Commission from PORAC President Lucero requesting that the present PORAC representative on the POST Advisory Committee, John Riordan, be replaced

## Advisory Committee Membership - cont.

by Jack Pearson as Mr. Riordan has been appointed to the position of Comptroller for PORAC.

MOTION - Edmonds, second - Jackson, carried unanimously for approval of the PORAC request that Jack Pearson be approved by the Commission as the PORAC representative on the Advisory Committee, replacing John Riordan.

K. Legislative Review Committee

Committee Chairman Edmonds reported the Committee had met and had approved three recommendations to be presented to the Commission:

1. The Commission support legislation introduced by the California Peace Officers' Association (CPOA) to increase income for the Peace Officer Training Fund (POTF).
2. That Commission staff be directed to furnish whatever information necessary to establish need for the CPOA legislation regarding increased POTF funding.
3. That the Commission support a proposed resolution to be introduced by Senator Presley's Select Committee on Peace Officer Classification regarding a study of training relating to 832 P.C. (This Resolution is made Attachment "B" of these minutes.)

MOTION - Edmonds, second - Gates, carried unanimously for adoption of the three Committee recommendations.

Don Beauchamp of POST staff presented a brief legislative update of the following bills affecting POST:

- A.B. 493 - Changes current penalty assessment to percentages.
- A.B. 1310 - Requires POST to set specific selection standards.
- A.B. 1837 - A white-collar training bill. It is being recommended that the author accept a resolution in lieu of the bill.

L. Research and Evaluation Bureau - 1980/81 Priorities

George Williams of POST staff presented the following recommended activities of the Research and Evaluation Bureau:

The estimated percentage of time devoted to each component of the proposed activities is based upon the following staff composition: three researchers, one staff analyst, and two clerical support staff.

1. POST Internal Consulting (15% of time)
2. Technical Support to Local Law Enforcement Agencies (10% of time)

## Research and Evaluation - cont.

3. Maintenance of Current Selection Programs (15% of time)
4. Maintenance of Current Training-Related Programs (10% of time)

## Developmental Services

It is recommended the remaining 50% of the Bureau's work time for 1980/81 be spent on two high-priority projects:

1. Development of a self-screening instrument which could be administered by departments to potential applicants as a pre-application device to help individuals determine early the things they like to do that correspond with the work that peace officers do.
2. Evaluation of training -- this includes design of a study to evaluate the impact of POST training on the quality of performance of law enforcement officers. Evaluation ties into the POST Resource Management System.

It is anticipated the Research and Evaluation Bureau will, in future years, spend at least 50% of its time on internal consulting, technical support and maintenance of established programs. The remaining 50% will be spent addressing a number of other high priority issues. They include vision and hearing standards, polygraph examining, the selection interview, psychological screening, educational standards, performance appraisal, and promotional procedures.

MOTION - Gates, second - Vernon, carried unanimously for approval of the staff recommendations for 1980/81 priorities for the Research and Evaluation Bureau.

M. Incorporating Performance Objectives Into P.A.M.

Current language in Commission Procedure D-1 will become obsolete July 1, 1980, when all Basic Academy presenters will have to conform to the performance objectives adopted by the Commission at the October 1979 Commission meeting.

MOTION - Gates, second - Jackson, carried unanimously for adoption of the proposed change to Commission Procedure D-1 to be effective July 1, 1980.

N. Basic Course Extended Format - Recommendations for Additional Presentations

At the January 18-19, 1979, Commission meeting, staff was authorized to certify three Basic Course presentations on an extended format. Staff evaluation was required within one year. The first presentation was not

## Basic Course Extended Format - cont.

evaluated through the required Basic Course testing process. The Basic Course Test is now available for all future graduates of Basic Courses. There are two additional presentations in progress at this time.

There is currently no substantial data to indicate that extended format training is deficient or a substandard training process.

MOTION - Rodriguez, second - Jackson, carried unanimously for approval of the following staff recommendations:

1. Continue the pilot program for six additional presentation.
2. Permit certification of the Extended Format Basic Course by presenters approved by the Executive Director.
3. Evaluate each presentation through Basic Course testing.
4. Continue on-site evaluations by POST staff to determine quality of the presentations.
5. Prepare a written report for the Commission for the July 1981 regular meeting.

O. Old/New Business

1. Request of Chancellor's Office, California Community Colleges

The Executive Director referred to correspondence received from Gerald C. Hayward, Chancellor, California Community Colleges, to request the assistance of the Commission and its Advisory Committee in evaluating the revision and updating of the standardized Administration of Justice curriculum for the Administration of Justice programs in the community colleges.

MOTION - Angele, second - Edmonds, carried unanimously to refer the matter to the Advisory Committee with a request to act on it if it would be appropriate for the Committee to do so.

2. Governor's Meeting Regarding Jarvis II Budget

The Executive Director reported a budget session had been called for this date (January 17) in anticipation of Jarvis II passing. Each state agency will prepare proposals to reduce its F.Y. 80/81 Budget by 30% using the existing 80/81 Budget as a base. This includes agencies whose resources are generated by special funds. Special forms will be provided by Finance which must be completed and submitted by February 6, 1980. Mr. Boehm stated that with the Commission's concurrence staff will submit some suggestions to Finance but at the same time develop some strategies for assuring



Old/New Business - cont.

That the integrity of the POTF is maintained.

MOTION - Edmonds, second - Angele, carried unanimously that the Executive Director proceed with complete concurrence of the Commission.

P. Election of Officers for 1980

MOTION - Jackson, second - Angele, that Vice-Chairman Trives serve as Chairman for 1980.

MOTION - Edmonds, second - Vernon, that Commissioner Gates serve as Chairman for 1980.

The voting was tied.

It was ruled that the By-Laws provide that the Chairman remain in the Chair until succeeded. Therefore, Acting Chairman Trives will serve as Chairman until such time as another vote is called at a future meeting.

A roll-call vote was taken for the Vice-Chairman. Commissioner Roderiguez was declared Vice-Chairman for 1980.

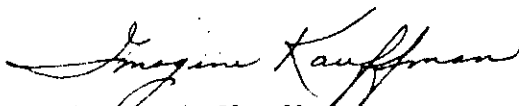
Q. Dates of Future Meetings

It was the consensus of the Commission that future meeting sites for Commission meetings are to be scheduled at more convenient cities throughout the State and adjacent to a major airport. Therefore, the proposed April 1980 meeting scheduled at Redding is to be cancelled. It was suggested that a meeting facility in Sacramento be reserved for the April meeting. Future meeting dates are as follows:

April 24-25, 1980, Sacramento  
 July 24-25, 1980, Southern California  
 October 16-17, 1980, Northern California (Bay Area)  
 January 22-23, 1981, Southern California

R. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 5 p.m.

  
 Imogene Kauffman  
 Executive Secretary

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT ENTRY INTO THE POST PROGRAM</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations Division</b>	Division Director Approval <i>Madley W. Kohl</i>	Researched By <i>elb</i> <b>Gene Pember</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>2-13-80</b>	Date of Report <b>February 6, 1980</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

BACKGROUND

Assembly Bill 1569, dated April 12, 1977, added Section 30504 to the Public Utilities Code, authorizing the Southern California Rapid Transit District to employ a security force comprised of transit police officers and security guards. It provides certain limited peace officer powers to the transit police officers.

The bill requires the district to comply with recruitment and training standards established by the Commission on POST, but does not make the district eligible to apply for State reimbursement for the cost of training.

REVIEW

The district has met the requirements of POST Regulations 1009 (a)(2)(c) and 1010. Their recruitment, hiring, and training have been examined and found to be in conformance with POST standards. All transit police officers attend POST-certified regular Basic training courses.

Attached are copies of the required letter of intent to participate and Resolution No. R-79-502 from the district stating their acceptance of the POST requirements for participation.

RECOMMENDATION

It is recommended that the Southern California Rapid Transit District be accepted into the POST Specialized Training Program. The district is in a category previously approved and no further Commission action is required.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Resources Management System Proposal		Meeting Date April 24-25, 1980	
Division Executive Office	Division Director Approval	Researched By John Kohls <i>JKH</i> <i>COHMS</i>	
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 4-10-80	Date of Report April 1, 1980	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>	
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).			

ISSUE

POST is in need of an improved program for controlling and planning for the use of its resources. Therefore, the POST Resources Management System is proposed.

BACKGROUND

In light of the so called "tax revolt" with its resulting financial constraints, and as a result of the need for POST to quickly respond to a changing and increasingly complex society, POST must develop new and better ways to manage its resources. Therefore, committees composed of POST staff were established to study possible components of a resource management system.

ANALYSIS

A system is proposed by which each POST program (e.g., training delivery) is subjected to the following steps to ensure that it is needed, well designed, and properly carried out: (1) needs assessment (using a variety of techniques including surveys and special committees); (2) program conceptualization and planning; (3) program development; (4) implementation; (5) financial allocation, and (6) program evaluation. The financial impact in terms of cost to POST depends on the number of POST programs subjected to the Resources Management model. Associated cost savings to POST resulting from more efficient programs are also impossible to compute at this time.

RECOMMENDATION

It is recommended that POST staff begin work on the implementation of the POST Resources Management System by concentrating initially on one area -- training (see Appendix A for more detailed description of the recommended system). Resource management for training, as currently envisioned by the committees working in this area, consists of three separate but related processes: (1) a process for analyzing training needs to determine the proper nature and content of the POST training delivery program; (2) a process for estimating what the future demands will be on the training delivery program; and (3) a process for evaluating the quality and effectiveness of the POST training delivery program. The committees have recommended that these processes be carried out continually as part of an ongoing POST resource management system.

Utilize reverse side if needed

## POST RESOURCES MANAGEMENT SYSTEM

POST is the process of designing a resource management system which will improve organizational planning, resource allocation, and ultimately improve the quality of service to California law enforcement. This system will consist of: (1) needs assessment, (2) program conceptualization, (3) development, (4) implementation, (5) financial allocations, (6) evaluation. Figure 1 illustrates how the components of the systems will fit together.

### Resource Management for Training

Although the management system will ultimately deal with all POST operations, initially the system will be designed to provide better control over one major program- training delivery. The resource management system for training consists of three steps: (1) Training Needs Assessment, (2) the Training Priority System, and (3) the Training Evaluation System. These three steps taken together, will help ensure the efficiency and effectiveness of the POST training delivery system.

Training Needs Assessment- This step is designed to determine the nature and content of the training delivery system. Through a variety of means (e.g. surveys, conferences) POST will determine the proper focus of the training delivery system. Based upon the data generated by this step, POST will determine a training system to meet the needs of California Law Enforcement.

Training Priority System- This step is designed to project what the future demands will be on the training delivery system. Based upon historical data and survey data from a representative sample of agencies, POST staff will project how many individuals will attend which courses at what locations and at what cost to POST in terms of reimbursements. These data will not only help in the planning for the delivery of training but will also help POST establish better fiscal planning and control.

Training Evaluation System- This step is designed to answer crucial questions concerning the quality of the training delivery system. The evaluation system will address such issues as relevance of course content, quality of presentations, degree of mastery of course content by students, and the impact course attendance has on subsequent job performance. A number of evaluation techniques will be used including the existing Course Evaluation Index, and the Basic Course Proficiency Exam, plus new techniques to be developed by the Research and Evaluation Bureau.

### Design of an Integrated Training System

Figure 2 lists the major characteristics of the three steps in the component of the POST Resource Management System which deals with training. Included in the figure are the goals, areas of focus, methods to be used, responsibility within POST and the products associated with each step. Figure 3 indicates how the three steps are integrated into two year cycle designed to produce a training delivery system which is constantly being monitored and refined in order to ensure its effectiveness.

Figure 1

POST RESOURCES MANAGEMENT SYSTEM

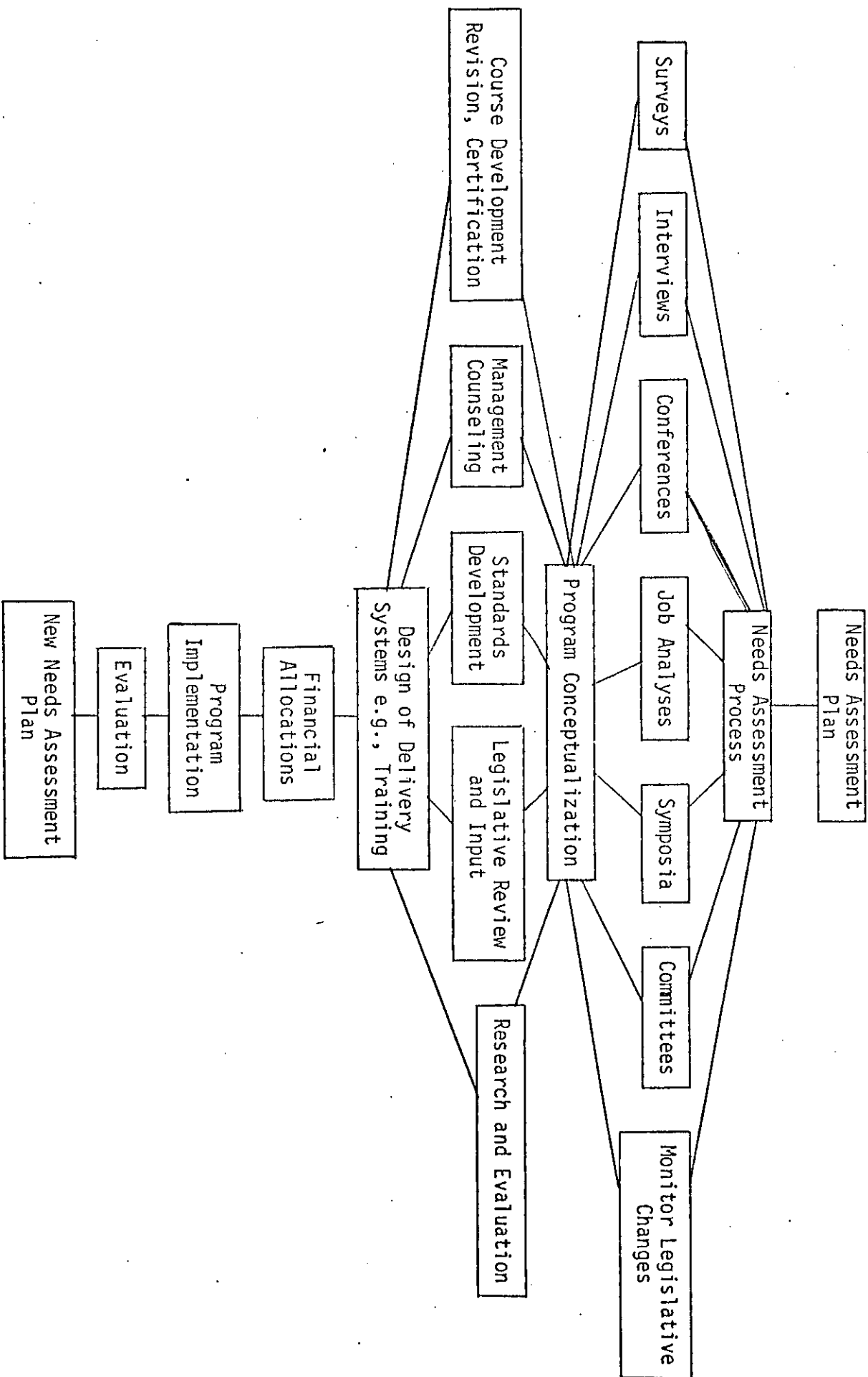


Figure 2

POST RESOURCE MANAGEMENT  
FOR TRAINING

Training Needs Assessment

Goal:

Determine proper focus of training delivery system.

Areas of Focus:

Operational problems, legislative changes, societal developments which determine training emphasis; also perceptions of various different groups concerning training needs, e.g., job incumbents, supervisors.

Methods:

Based upon a two year information gathering plan, assess training needs using a variety of approaches including surveys, conferences, and special committees.

Responsibility within POST:

Center for Police Management.

Products:

Yearly report which includes description of identified training needs and recommendation for meeting needs.

Training Priority System

Goal:

Fiscal Planning and analysis of demands on POST training delivery system.

Areas of Focus:

Determine from agencies the number of trainees to be sent to required and non-required courses, and at what locations (supplemented by historical data).

Methods:

Using survey and sampling approaches, gather from a representative sample of agencies projected numbers of trainees for all POST certified courses for a two year time span.

Responsibility within POST:

Joint responsibility of Administration and Operations Divisions.

Products:

Yearly status report summarizing past and projected demands on the training delivery system along with fiscal recommendations.

Training Evaluation System

Goal:

Evaluate content and quality of training delivery system and diagnose problem areas.

Areas of Focus:

Quality of course presentations, including content, style of presentations, facilities, level of mastery of students, and effects on performance.

Methods:

Using already developed techniques such as the CEI and the Basic Course Proficiency Exam, plus new approaches developed by the Research and Evaluation Bureau.

Responsibility within POST:

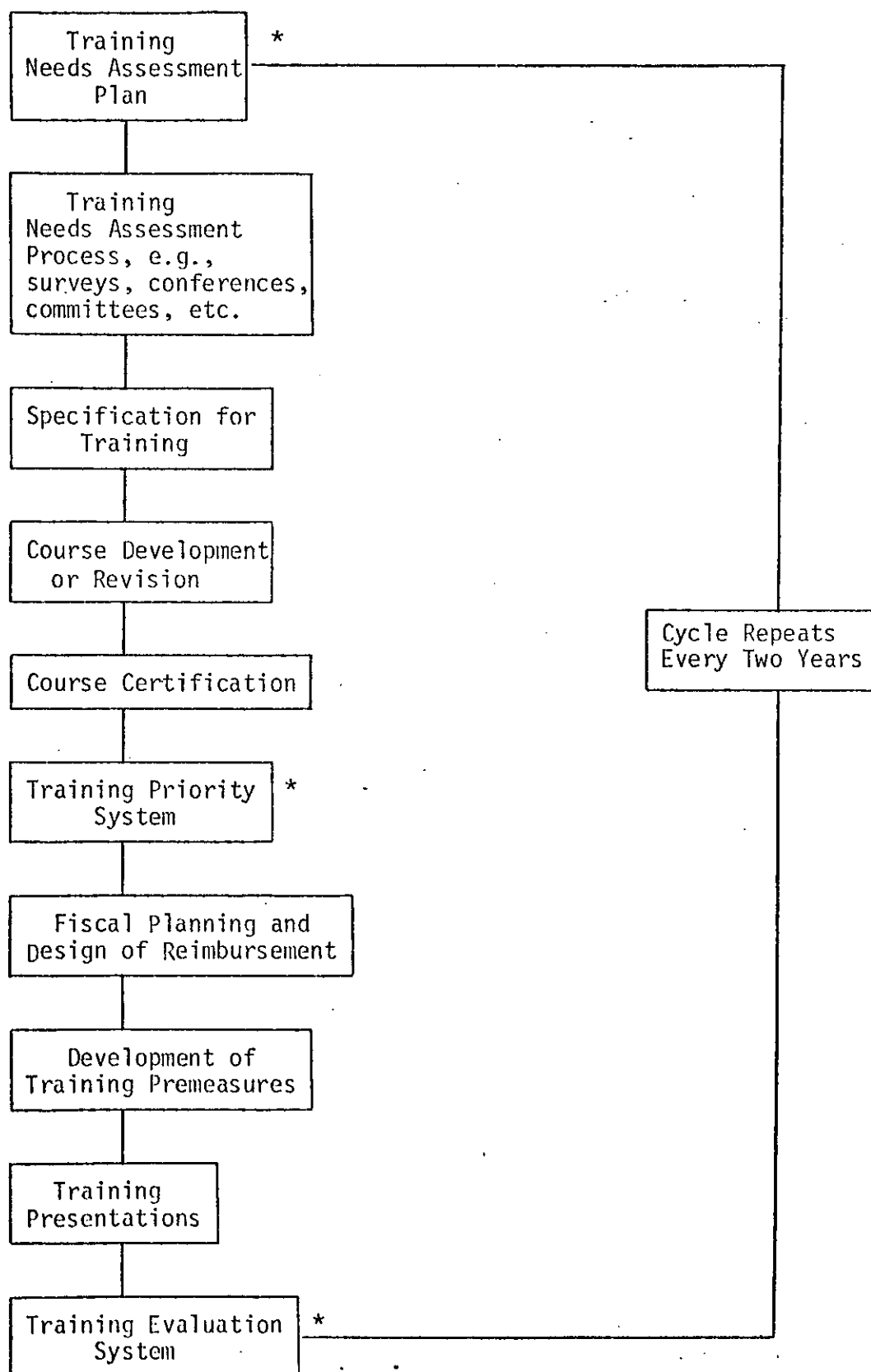
Operations Division and the Research and Evaluation Bureau.

Products:

Data base for use in making training decisions regarding course design, certification, alteration.

Figure 3

POST RESOURCE MANAGEMENT  
FOR TRAINING



\*See previous page for goals, areas of focus, methods, responsibility within POST and products associated with these three steps in the training delivery system.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Management Course - Additional Offerings</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Lock</i>	Researched By <b>Ted Morton</b>
Executive Director Approval <i>William C. Boehm</i>	Date of Approval <b>4-8-80</b>	Date of Report <b>March 21, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

**ISSUES:** Two Management Course presenters, California State University Foundation, Northridge and the San Diego Regional Training Center have requested approval for one additional course offering each during the present fiscal year, 1979/80.

**BACKGROUND:**

The Commission, at the April 19-20, 1979 meeting, approved contracts to be entered into for 19 Management Course Presentations at a cost not to exceed \$124,488 for the fiscal 1979/80 year. Seventeen presentations have been completed or scheduled at a total cost of \$116,708.57.

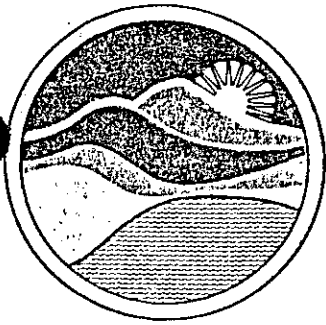
**ANALYSIS:**

A number of larger agencies delayed promotions in 1979. Promotions to the rank of Lieutenant have been increasing during the last six months. California State University Foundation, Northridge, has a waiting list of 26 students and San Diego Regional Training Center has a waiting list of 36 students. Humboldt State University only presented five of the six offerings approved in their contract due to a decrease in an accepted number of applicants. The two offerings, if approved, will amount to \$13,824.75 minus the \$6,989.76 cost of the Humboldt offering not presented. This will increase the total amount spent on 19 Management Course offerings to \$130,533.32. This is an increase of \$6,045.32 over the amount previously approved by the Commission.

**RECOMMENDATION:**

Approve the Executive Director to modify the contracts of California State University Foundation, Northridge, for one additional Management Course presentation not to exceed \$5,801.83 and San Diego Regional Training Center for one additional Management Course presentation not to exceed \$8,024. The total contracts for 1979/80 Management Course presentations not to exceed \$130,533.32 for all contracts.





# Town of Corte Madera

## Police Department

345 TAMALPAIS DRIVE AT PIXLEY AVENUE, P. O. BOX 159  
CORTE MADERA, CALIFORNIA 94925 (415) 924-2123

February 21, 1980

P.O.S.T. Commission  
7100 Bowling Dr.  
Suite 400  
Sacramento, Ca. 95823

RECEIVED  
FEB 25 10 13 AM '80  
SACRAMENTO, CALIF.

Dear Chairperson;

We as the Marin County Police Chiefs Association are very concerned about the reduction of the reimbursement to individual departments within the state.

It is our understanding that a partial reason for this reduction was due to a possible loophole in the wording within the Advanced Officers Reimbursement Schedule.

We as an association would recommend a possible change in the wording to allow reimbursement for Advanced Officer Training once every three of four years. As presently worded, reimbursement could be made for an officer every year.

I would appreciate hearing from the Commission in reference to this matter.

Yours truly,

Phillip Green  
Chief of Police  
President, Marin Co. Police Chiefs Assoc.

PG/by

POST  
LIBRARY

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - Third Quarter 1979-80 Fiscal Year		Meeting Date April 24-25, 1980	
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff	
Executive Director Approval <i>[Signature]</i>	Date of Approval April 22, 1980	Date of Report April 16, 1980	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>			

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

This report is the Third Quarter Financial Report for the 1979-80 Fiscal Year, July 1, 1979 through March 31, 1980, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition, and salary of the trainee (Schedule I). Also included is the Cumulative Report of Reimbursement (Schedule II) providing detailed information on:

- Reimbursement made for each course category of training
- Number of trainees
- Cost per trainee
- Hours of training

REVENUE

Revenue from traffic and criminal fines for the first nine months of the 1979-80 F.Y. totaled \$11,250,888.12 compared to \$10,142,414.64 for the corresponding period in 1978-79, an increase of \$1,108,473.48 (11%).

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first nine months of the 1979-80 F.Y. totaled \$8,006,220.50. Included in this amount is approximately \$1,600,000 in reimbursement for training completed during the 1978-79 F.Y. Revised accounting procedures beginning July 1, 1979, provide for the payment of claims from funds available for the fiscal year in which the claims are received by POST without regard to the fiscal year of training.

The reduction of salary to the 30 percent rate is reflected in the third quarter reimbursement total but not to a great extent, since many of the claims received for courses in the third quarter began prior to January 1, 1980. The third quarter reimbursement for 1979-80 F.Y. is \$3,187,733.79 for 7,729 trainees compared to the corresponding period in the 1978-79 F.Y. when reimbursement was \$2,817,972.97 for 6,302 trainees.

A total of \$11,652,392 has been authorized for reimbursement in Fiscal Year 1979-80. Historically, the largest portion of the total expenditure for reimbursement occurs in the second half of the year.

Utilize reverse side if needed

(Continued on reverse)

Coupling the \$8,006,220.50 reimbursed in the first nine months with the Aid to Local Government contracts of \$1,279,408.99 means \$9,285,629.49 of the authorized \$11,652,392.00 has been spent or encumbered. This means only \$2,366,762.51 is available for claims payment in the last quarter. This averages approximately \$788,921.00 per month, while staff expects claims (even at 30% salary) to exceed this amount by at least \$200,000 per month.

The Department of Finance will not authorize an augmentation. Obviously, staff will monitor this closely to determine what administrative action may be necessary. If action is required prior to the end of the fiscal year, we will advise the Commission of our recommendations which may require a special meeting of the Budget Committee and/or Commission in June.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE  
1979-80 FISCAL YEAR

<u>MONTH</u>	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>SURPLUS INVESTMENT AND OTHER</u>	<u>TOTAL</u>
July	\$ 894,060.10	\$ 474,508.67	\$	\$ 1,368,568.77
August	907,291.92	427,382.27		1,334,674.19
September	437,654.95	214,338.08		651,993.03
October	896,389.07	418,349.19		1,314,738.26
November	727,698.50	379,813.62	11,850.00	1,119,362.12
December	1,086,556.45	521,875.33		1,608,431.78
January	753,325.48	508,386.63	300,864.86	1,562,576.97
February	982,582.97	509,582.65	4,906.22	1,497,071.84
March	<u>775,731.71</u>	<u>335,360.53</u>	<u>13,998.76</u>	<u>1,125,091.00</u>
TOTAL	<u>\$7,461,291.15</u>	<u>\$3,789,596.97</u>	<u>\$ 331,619.84</u>	<u>\$11,582,507.96</u>

COMMISSION ON PEACE OFFICER STANDARDS & TRAINING  
PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS  
7/1/79 - 3/31/80

RESOURCES

Accumulated Reserve July 1, 1979	\$ 2,786,553.30	
Revenue July 1, 1979 through March 31, 1980	<u>11,582,507.96</u>	
TOTAL RESOURCES		\$ 14,369,061.26

EXPENDITURES

Administrative Costs		
Cash Disbursed	\$ 1,873,662.23	
Debts to be Paid	<u>743,153.28</u>	
Total Administrative Costs	\$ 2,616,815.51	
Aid to Local Governments		
Training Claims Paid	\$ 4,816,042.27	
Training Claims to be Paid	3,187,733.79	
Contractual Services Paid	662,574.88	
Ltrs. of Agmt. & Room Rentals	26,808.90	
Contr. Service to be Paid	616,834.11	
Refund-prior year contract	<u>- 3,054.78</u>	
Total Aid to Local Governments	9,306,939.17	
Prior Year Net Expenditures	<u>- 188,497.34</u>	
TOTAL EXPENDITURES		\$ <u>11,735,257.34</u>
Subtotal, Accumulated Reserve		2,633,803.92
Plus Reimbursements Due		279,095.41
ACCUMULATED RESERVE March 31, 1980		\$ <u><u>2,912,899.33</u></u>

# DISTRIBUTION OF REIMBURSEMENT

During the first nine months of the 1979-80 Fiscal Year, \$8,006,220.50 was reimbursed for training. Of this amount \$5,184,132.95 (65%) was reimbursed for mandated training, \$1,459,658.04 (18%) for Job Specific Courses and \$1,359,266.65 (17%) for Technical Course training. The difference of (-) 12,478.84 is for adjustments to prior reimbursement payments.

	<u>Reimbursed</u>	<u>Per Cent</u>	<u>No. Trainees</u>	<u>Per Cent</u>
Basic	\$3,818,169.03	48%	2,052	12%
Advanced Officer	759,054.01	09%	4,706	27%
Supervisory Course	365,964.83	05%	580	03%
Management Course	240,945.07	03%	265	02%
Executive Development Course	15,641.71	0%	28	0%
Job Specific Course	1,459,658.04	18%	3,369	20%
Technical Course	<u>1,359,266.65</u>	<u>17%</u>	<u>6,096</u>	<u>36%</u>
Subtotal	8,018,699.34	100%	17,096	100%
Adjustments	<u>(-) 12,478.84</u>			
GRAND TOTAL	\$8,006,220.50			

MONTH		FOR TRAINING TO DATE FOR 79/80 FISCAL YEAR										Department of Justice COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 Sowling Drive, Sacramento, CA 95823	
COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%		
BASIC	Total this Month	137,930.25		11,799.34				301,276.89		451,056.43			
	Previous Months	628,228.71		126,820.82				2,612,053.02		3,357,112.55			
	Total to Date	765,203.95	20	138,620.16	04			2,913,339.91	75	3,818,169.03	49		
ADVANCED OFFICER	Total this Month	6,705.31		3,010.68				201,116.51		210,833.50			
	Previous Months	41,639.04		14,807.46				491,724.01		543,220.51			
	Total to Date	48,395.35	05	17,818.14	02			692,840.52	92	759,054.01	09		
SUPERVISORY COURSE	Total this Month	14,492.31		3,186.24				31,969.74		49,648.29			
	Previous Months	90,808.31		23,021.17				202,437.06		315,316.54			
	Total to Date	105,300.62	29	26,207.41	07			234,456.80	64	355,954.83	05		
MIDDLE MANAGEMENT COURSE	Total this Month	7,079.63		1,203.84		564.00		13,040.94		21,853.41			
	Previous Months	83,455.74		14,423.88		11,779.00		109,398.04		219,055.65			
	Total to Date	90,535.37	38	15,627.72	05	12,343.00	05	122,438.98	51	240,945.07	03		
EXECUTIVE DEVELOPMENT COURSE	Total this Month	5,453.78		631.12						6,039.90			
	Previous Months	8,067.19		1,484.62						9,551.81			
	Total to Date	13,525.97	36	2,115.74	14					15,541.71	0		
JOB SPECIFIC COURSES	Total this Month	41,459.16		11,338.07		10,788.50		57,102.99		120,633.72			
	Previous Months	417,928.73		111,565.72		108,136.50		701,338.37		1,338,969.32			
	Total to Date	459,387.89	32	122,903.79	08	118,925.00	08	758,441.36	52	1,459,653.04	18		
TECHNICAL/SPECIAL COURSES	Total this Month	126,934.77		49,518.10		50,758.07				227,210.94			
	Previous Months	664,307.60		228,279.47		239,463.64				1,132,055.71			
	Total to Date	791,242.37	59	277,797.57	20	290,226.71	21			1,359,265.65	17		
TOTAL FOR MONTH		340,111.21		80,637.39		62,110.57		604,507.07		1,037,415.24			
TOTAL FOR PREVIOUS MONTHS		1,934,485.32		520,403.14		359,384.14		4,117,010.50		6,931,263.10			
GRAND TOTAL TO DATE		2,274,596.53	28	601,090.53	08	421,494.71	05	4,721,517.57	59	8,018,699.34	100		

POST 1-223 (Rev. 10-77) \$8,018,699.34 Less Adjustments (-) \$12,478.84= Grand Total Reimbursement of \$3,006,220.50

ADMINISTRATION DIVISION  
Claims Audit Section

State of California Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	Claims Received	Claims Returned	Claims Processed	Reimbursement	Accumulated Total Reimbursement
July	549	22	531	\$ 925,369.08	\$ 925,369.08
August	507	18	490	501,215.07	1,426,584.15
September	426	10	461	695,105.75	2,121,689.90
Adjustments on Prior Reimbursements 1st Qtr				(+)1,894.77	
Audit Adjustments by Controller 1st Qtr				(-)10,483.76	2,113,100.91
October	565	18	535	693,940.13	2,807,041.04
November	838	20	721	895,759.25	3,702,800.29
December	1004	25	1072	1,118,329.34	4,821,129.63
Adjustments on Prior Reimbursements 2nd Qtr				(+)613.55	
Audit Adjustments by Controller 2nd Qtr				(-)3,256.47	4,818,486.71
January	770	28	774	1,073,574.10	5,892,060.81
February	757	19	729	1,027,990.38	6,920,051.19
March	926	34	932	1,087,416.24	8,007,467.43
Adjustments on Prior Reimbursements 3rd Qtr				(+)391.84	
Audit Adjustments by Controller 3rd Qtr				(-)1,633.77	8,006,220.50
April					
May					
June					
Adjustments on Prior Reimbursements 4th Qtr					
Audit Adjustments by Controller 4th Qtr				\$	\$



ADMINISTRATION DIVISION  
Claim Audit Section

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1979-80 F.Y. Reimbursements	Adjustments and Audit Report	Ltr. of Agr.	Contract Reimb.	Total Aid to Local Gov't Item 384
			Room Rent		
JULY	925,369.08		\$ 235.06		
			0	0	\$ 925,604.14
AUGUST	501,215.07		341.80	9,352.15	1,436,513.16
SEPTEMBER	695,105.75	\$(+)1,894.77	6,718.96		
		(-)10,433.76	360.00	0	2,130,108.88
OCTOBER	693,940.13		2,974.84	117,461.75	2,944,485.60
			502.32		
NOVEMBER	895,759.25			25,771.67	3,866,518.84
		(+) 613.55	3,932.32		
DECEMBER	1,118,329.34	(-)3,256.47		235,629.70	5,221,767.28
JANUARY	1,073,574.10		943.10	136,252.25	6,432,536.73
			3,918.48		
FEBRUARY	1,027,990.38		813.10	35,930.66	7,501,189.35
		(+) 391.84	6,004.72		
MARCH	1,037,416.24	(-)1,638.77	64.20	102,176.70	8,695,604.28
APRIL					
MAY					
JUNE					

State of California -- Department of Justice

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

Total 1979-80 Fiscal Year  
July 1, 1979 through March 31, 1980

## REIMBURSEMENT BY COURSE CATEGORY

Page 1 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
0010	Basic	3,818,169.03	1,860.71	2,052	752,127
0030	Advanced Officer	759,054.01	161.29	4,706	151,254
0040	Supervisory	365,964.83	630.97	580	47,474
0050	Management Course	240,945.07	909.23	265	20,813
7000	Executive Development Course	15,641.71	558.63	28	2,240
	Job Specific	1,459,658.04	433.26	3,369	168,789
	Technical Courses	1,359,266.65	222.98	6,096	204,607
	Subtotal	8,018,699.34		17,096	1,347,304
	Adjustments to Prior Payments	+ 2,900.16			
	State Controller Audit Adjustments	-15,379.00			
	TOTAL REIMBURSEMENTS	8,006,220.50		17,096	1,347,304
0000-0999	MANDATORY TRAINING				
0010	Basic Course	3,818,169.03	1,860.71	2,052	752,127
0030	Advanced Officer Course	759,054.01	161.29	4,706	151,254
0040	Supervisory Course	365,964.83	630.97	580	47,474
0050	Management Course	240,945.07	909.23	265	20,813
1000-1999	SEMINARS				
1010-1050	Management Seminars	64,813.85	250.25	259	6,608
1110-1150	Executive Development Seminars	34,957.73	214.46	163	3,680
1200	Supervisory Seminars	2,376.62	113.17	21	600
1310	Legislative Update Seminars	3,906.12	12.40	315	1,802
1320	POST Special Seminars	49,632.54	139.81	355	5,302
1330	CHIEF Executive Criminal Intelligence Seminars				
2000-2999	TECHNICAL, SKILLS - KNOWLEDGE TRAINING				
2010	Analysis of Urban Terrorist Activities	33,877.36	282.31	120	5,322
2011	Advanced Terrorism Analysis Course	658.50	329.25	2	94
2020	Boating Safety and Enforcement	314.33	157.16	2	80
2030	Breathalyzer Course				
2031	Driving Under the Influence	978.07	46.58	21	504
2040	Civilian Supervisory School				
2050	Community Police Relations	995.06	43.26	23	915
2060	Criminal Justice Information Systems	3,082.74	280.25	11	264
2070	Criminal Justice Role Training Program				
2080	Crisis Intervention	1,508.46	53.87	28	829
2090	Workshop on the Mentally Ill	6,626.13	236.65	28	672
2100	Defensive Tactics				
2110	Driver Training	1,809.91	258.55	7	152
2111	Advanced Driver Training	21,320.82	349.52	61	1,440
2120	Fingerprint School	3,151.54	157.58	20	800

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 2 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
2121	Advanced Latent Fingerprint School	1,261.53	78.85	16	640
2130	Firearms and Toolmark Identification				
2140	Forensic Microscopy				
2150	Hostage Negotiation Techniques	35,501.83	331.79	107	4,240
2151	Hostage Negotiation, Advanced	15,189.03	276.16	55	1,320
2160	Instructor Development, Skills				
2161	PR-24 Baton Instructor's Course	942.90	104.77	9	360
2162	Chemical Agents Instructors Course	3,212.50	152.97	21	504
2163	Defensive Tactics	9,012.71	409.67	22	1,720
2164	Firearms Instructors Course	23,073.31	307.64	75	4,147
2166	Defensive Tactics Instructors Course	2,407.03	185.16	13	416
2170	Instructor Development Course	921.76	92.17	10	400
2171	Techniques of Teaching Criminal Justice Role Training				
2172	Writing POST Performance Objectives				
2180	Interpersonal Communications				
2190	Juvenile Justice Update	28,159.12	164.67	171	4,144
2200	Specialized Surveillance Equipment	15,864.11	223.44	71	2,520
2210	Law Enforcement Legal Education Program	39,359.51	339.31	116	4,622
2211	Law Enforcement Legal Education Update	27,273.22	196.21	139	3,336
2220	Narcotic Investigation for Peace Officers	5,958.95	141.88	42	856
2222	Heroin Influence Course	8,797.85	108.62	81	1,620
2230	Non-Sworn Police Personnel Training	177.87	59.29	3	48
2240	Officer Survival Techniques	219,343.21	278.00	789	35,799
2250	Organized Crime Informant Development and Maintenance	12,622.52	148.50	85	3,042
2260	Personal Stress Reduction				
2270	Report Writing	11,243.30	176.47	63	1,464
2280	Riot Control				
2290	Spanish for Peace Officers	12,543.75	212.61	59	5,592
2300	S.W.A.T. Training				
2301	Advanced Special Weapons and Tactics (S.W.A.T.)	18,745.55	92.80	202	4,040
2310	Underwater Search and Recovery				
2320	Prison Gang Activity	14,629.07	185.18	79	2,682
2325	Outlaw Motorcycle Gang Activity	8,020.54	211.07	38	904
2330	Radar Enforcement Training	1,178.61	65.48	18	288
2340	Computer Programming				
2342	Computer Fraud	66.07	33.04	2	48
2990	Law Enforcement Skills and Knowledge	2,310.44	23.10	100	2,208
3000-3999	TECHNICAL, SPECIAL FUNCTION TRAINING				
3010	Bomb Scene Investigation	10,504.95	388.36	33	1,316
3010	Action and Explosive Investigation	579.82	123.27	5	160

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3011	Arson Investigation Course	1,300.43	260.09	5	200
JS 3020	Auto Theft Investigation	19,354.73	394.99	49	1,762
3020	Auto Theft Investigation	491.00	163.67	3	105
3021	Advanced Auto Theft Investigators Workshop	4,851.41	220.52	22	790
3030	Background Investigation	1,067.07	88.92	12	258
3051	Fencing Investigation	16,969.42	261.07	65	2,560
3052	Burglary Investigation, Advanced	4,585.64	218.36	21	504
JS 3060	Questioned Document Investigation	12,667.41	575.79	22	836
3060	Questioned Document Investigation				
JS 3070	Civil Process	9,142.58	380.94	24	960
3070	Civil Process	350.75	175.38	2	64
JS 3080	Commercial Vehicle Enforcement	4,423.62	232.82	19	760
3080	Commercial Vehicle Enforcement	1,416.05	101.15	14	488
JS 3090	Complaint/Dispatcher	48,095.80	334.00	144	6,255
3090	Complaint/Dispatcher	715.03	178.76	4	160
3110	Contingency Planning for Hazardous Materials	23,211.74	269.90	86	3,779
3111	Hazardous Materials Familiarization	304.00	25.33	12	288
3120	Coroners Course	68.65	68.65	1	56
3121	Advanced Investigation for Coroners Cases	876.00	438.00	2	160
JS 3130	Crime Prevention	125,032.02	1,157.70	108	8,606
3130	Crime Prevention	3,570.53	714.11	5	400
3131	Advanced Crime Prevention	17,736.33	432.59	41	1,628
JS 3140	Criminal Investigation, General	81,503.43	622.16	131	12,168
3140	Criminal Investigation, General	197.40	197.40	1	120
3141	Criminal Investigation II	255.19	42.53	6	240
3142	Visual Investigation Analysis	214.43	13.40	16	128
JS 3160	Field Evidence Technician	153,779.09	1,046.12	147	14,292
3160	Field Evidence Technician	11,775.18	452.89	26	1,160
3161	Physical Evidence Presentation	22,708.53	311.02	28	2,200
JS 3170	Field Training Officer Course	209,541.82	314.16	667	27,134
3170	Field Training Officer Course	23,293.35	204.33	114	3,812
JS 3190	Homicide Investigation	35,788.35	470.90	76	3,076
3190	Homicide Investigation	40,139.62	346.03	116	8,658
JS 3191	Homicide Institute	38,179.79	720.37	53	4,224
3191	Homicide Institute				
3201	Criminal Intelligence Data Collector	16,048.37	534.95	30	2,280
3202	Criminal Intelligence Data Analyst	6,377.68	398.61	16	1,202
3203	Unit Analysis	126.50	9.04	14	112
3203	Chief Executive Criminal Intelligence Course	365.75	91.44	4	64
JS 3210	Internal Affairs	12,217.40	321.51	38	902

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3210	Internal Affairs	27,508.88	229.24	120	2,880
JS 3220	Jail Operations (80-hour course)	43,135.98	381.73	113	8,068
3220	Jail Operations (80-hour course)	1,113.58	371.19	3	200
JS 3221	Jail Operations (40-hour course)	96,985.65	174.43	556	22,224
3221	Jail Operations (40-hour course)	562.32	281.16	2	120
JS 3230	Juvenile Training	20,450.14	148.19	138	3,440
3230	Juvenile Training	19,137.23	869.87	22	7,040
JS 3231	Juvenile Law Enforcement Officer's Training Course	55,086.59	545.41	101	4,160
3231	Juvenile Law Enforcement Officer's Training Course	2,154.70	359.12	6	248
JS 3232	Child Abuse Investigation	597.00	199.00	3	72
3232	Child Abuse: Intervention, Referral and Investigation	28,054.92	350.69	80	3,104
3233	School Resource Officer	6,209.61	295.70	21	502
3240	Fraud Investigation	265.26	265.26	1	24
JS 3250	Motorcycle Operation	78,985.55	918.44	86	7,520
3250	Motorcycle Operation	2,004.21	668.07	3	272
JS 3260	Narcotics Investigation	136,018.02	743.27	183	13,986
3260	Narcotics Investigation	4,550.57	379.21	12	768
3261	Narcotics Investigation, Advanced	6,196.32	314.24	18	1,144
JS 3262	Air and Marine Narcotics Smuggling	4,756.93	365.92	13	416
3262	Air and Marine Narcotics Smuggling				
JS 3263	Supervisory Narcotic Investigators Course	1,448.14	289.63	5	200
3263	Supervisory Narcotic Investigators Course	214.50	71.50	3	119
3282	Investigation and Prosecution of Organized Crime in Pornography				
3300	Protective Services	17,717.81	242.71	73	2,860
JS 3310	Records Officer Course	18,300.11	273.14	67	2,660
3310	Records Officer Course	656.72	109.45	6	240
JS 3320	Research and Development				
3320	Research and Development	1,277.26	212.88	6	144
JS 3330	Robbery Investigation	6,344.72	317.24	20	400
3330	Robbery Investigation	7,675.13	187.20	41	888
JS 3340	Sex Assault Investigation	29,405.55	358.60	82	2,335
3340	Sex Assault Investigation	2,205.11	183.76	12	300
3350	Livestock Theft Investigation and Prevention	4,606.48	307.10	15	600
JS 3360	Traffic Accident Investigation	68,418.92	267.26	256	10,184
3360	Traffic Accident Investigation	1,171.21	65.07	18	720
3362	Skidmark Analysis	5,122.99	320.19	16	640
JS 3370	Vice Investigation	20,555.58	380.66	54	2,160
3370	Vice Investigation	418.54	418.54	1	40
JS 3380	Investigation of Violent Crimes	59,069.76	480.24	123	5,003
3380	Investigation of Violent Crimes	1,040.03	346.68	3	120



C.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Alternative Budget Proposal - Gov. 30% Reduction		Meeting Date April 24, 25, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 4.7.80	Date of Report March 21, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes <input checked="" type="checkbox"/> (See Analysis per details) No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Compliance with Governor's requirement to identify 30% of previously approved baseline budget for 1980-81 that could be reduced or eliminated if Proposition 9 passes.

BACKGROUND

All State agencies were directed to submit the above to provide the Governor the flexibility he feels necessary to administer substantially reduced resources anticipated upon passage of "Jarvis II."

ANALYSIS

The Peace Officer Training Fund (POTF) is a "special fund" created by legislation. To divert it to other uses would require additional legislation. There are currently 221 special funds administered by the State of California in addition to the large General Fund.

It is possible that the Governor would embargo up to 30% of our budget effective July 1, 1980 if Proposition 9 passes. This money would still remain in the POTF but could not be spent. If a constitutional amendment allowing abolition of special funds were successful in the November General Election, the POTF could be merged with the General Fund by subsequent legislation. All embargoed monies would then be available for purposes of "bailout" for State and local programs determined by the Legislature and Governor.

As previously reported to the Commission, staff has identified 30% reductions in Administrative and Aid to Local Government Budgets that will permit continuation of mandated courses but eliminate many staff services, course offerings, and contracts.

We have an agreement with the Department of Finance to negotiate specifics if cuts actually become necessary.

(over)

Utilize reverse side if needed

RECOMMENDATION

Continue coordination with the Department of Finance as events develop. If action appears necessary, take appropriate steps through the Commission's Budget Committee, the Commission, and the legislative process.



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title A Review of the POST Training Program		Meeting Date April 24-25, 1980	
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By Staff	
Executive Director Approval <i>William C. Bohm</i>	Date of Approval 4-11-80	Date of Report April 10, 1980	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>	
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).			

ISSUE

As one reviews the POST Training Program, it is apparent that while there has been a general "scheme of things" to our past program endeavors evolving from the basic through the executive training, the program has been developed with a minimum of long-range planning or design and a lack of articulated philosophy and policy for the totality of the training program.

As we look analytically at our training program of today, the need to review, reflect, analyze and question what we are doing and where we are going in the future is imperative.

Our courses need to be organized and categorized in a more logical and consistent manner; resource expenditures need to be more clearly defined and reported; there is a need to develop positive direction and purpose in the pattern of course offerings.

POST is in the process of designing a Resource Management System which will improve organizational planning and resource allocation in order to upgrade the quality of service to law enforcement.

One key aspect of the POST Resource Management System focuses on training program conceptualization and includes the steps of: (1) Training needs assessment, (2) Training priority system, (3) Training delivery system, and (4) Training evaluation system. These four steps taken together will help ensure the efficiency and effectiveness of the POST training delivery.

What POST needs now is the development of an overall training philosophy by the Commission which may contain continued emphasis on training in the "basics" and expanding and emphasizing our concept of "how to do the job" training based on thorough job analysis.

This report is not intended to provide all the answers. Rather, it is a review of our program in synopsis form: it will point out some inconsistencies indicating a need for better planning; it will note some reporting needs, and suggest a few changes that should be considered in the overall plan that should be developed.

Any program changes developed as a result of this study should be implemented in a planned and orderly way and may take several years to accomplish effectively.

Utilize reverse side if needed

## ANALYSIS

### Program Authority

Authority to establish minimum standards for training of regular peace officers is provided in Section 13510 P.C. Section 13510.5 provides the authority for minimum training standards for "specialized peace officers". In addition to these general authorizations for training, specific types of training have been mandated by the Legislature, such as tear gas use, sexual assault investigations, child abuse investigations, and the administration of first aid.

Minimum standards for training are set forth in Section 1005, POST Regulations, and codified in Title II, Chapter 2 of the Administrative Code of California.

The POST Administrative Manual in Section D, Training, identifies each category, while implementing and expanding upon the provisions of Section 1005, POST Regulations.

### Types of Courses

At the present time, there are 383 certified, reimbursable courses offered through the POST training program and 160 Approved courses.

These courses are organized into ten major categories:

Chart I

	<u>Mandated</u>	<u>Optional</u>	<u>Plan</u>	<u>Dollar % of Total</u>	<u>No. Trainees Reimb. 78-79</u>	<u>No. Courses</u>
Basic						
Regular	x		II	43.7	2,040	29
Spec. Inv.	x					1
Adv. Officer	x		II	17.7	7,054	52
Supervisory	x		II	4.3	523	25
Management	x		I & II	4.0	333	8
Exec. Dev.		x	IV	*	80	1
Supv. Sem.		x	III & IV	***		2
Mgmt. Sem.		x	III & IV	***	166	8
Exec. Dev. Sem.		x	III & IV	***	307	8
Technical						
Job Spec.		x	II	16.2	4,073	116
S & K		x	III & IV	14.1	6,648	133
Approved		x	**		15	160

The various types of courses are not grouped or categorized consistently. For example, for financial and reimbursement purposes, these ten programs are arranged into six categories, including Basic, Advanced Officer, Supervisory, Management, Job Specific and Technical Courses.

- \* - Included in Management Course percentage
- \*\* - 832 P.C. Courses - reimbursed under Plan IV
- \*\*\* - Percentage not available

## ANALYSIS (Continued)

Another means of grouping these groups are by those requiring attendance, or mandated, and those optional in attendance. The mandatory categories include the Basic, Advanced Officer, Supervisory and the Management Courses. There are 115 mandatory courses certified by POST.

It should be noted that approximately 69% of the courses reimbursed by POST are in the mandatory area (see Chart 1) and by Commission policy, receive priority for salary reimbursement over other training programs.

## COURSES BY CATEGORIES

### Basic Course

The Basic Course is mandated under Section 1005 (a) of the Regulations. Commission Procedure D-1 identifies the training methodology, content and minimum hours. Reimbursed - Plan II (Subsistence, Travel, % Salary).

The Basic Course takes approximately 43.7%\* of the Aid to Cities and Counties (based on an average for the last three fiscal years beginning 1976-77).

At present, there are 29 academies offering the POST Basic Course, including 16 community college associated academies, 10 agency academies, 2 specialized academies and the CHP. The Basic Course is a minimum of 400 hours and consists of specific functional areas and learning goals. As of July 1, 1980, the performance objectives Basic Course adopted by the Commission will be mandatory and the required minimum of 400 hours will be continued.

### Advanced Officer Course

Commission Procedure D-2 implements the minimum standards for Advanced Officer training as established in Section 1005 (d) of the Regulations. Reimbursed - Plan II (Subsistence, Travel, % Salary). There are presently 52 Advanced Officer course certifications.

Advanced Officer training makes up approximately 17.7%\* of the training for which reimbursement is paid to local agencies.

Certified Advanced Officer Courses are presented by agency academies and community colleges.

The Advanced Officer Course varies from 20 to 40 hours and is designed to provide update and refresher training for operational level personnel.

Course content may contain topical areas of the Basic Course or elective subject areas addressing current and local problems or needs of a general rather than a specific nature.

\* See Chart I-Page 2

### Supervisory Course

The Supervisory Course is authorized in Section 1005 (b) of the Regulations and the content is mandated in Commission Procedure D-3. Reimbursed - Plan II (Subsistence, Travel, % Salary).

Supervisory training makes up 4.3%\* of the reimbursement costs per year.

Supervisory training is presented by community colleges and agency trainers.

The Supervisory Course is 80 hours in length and consists of the performance objectives enumerated in the document "Performance Objectives for the POST Supervisory Course".

### Management Course

The Management Course is mandated under Section 1005 (c) of the Regulations and content is enumerated in Commission Procedure D-4. Reimbursed - Plan I or II (Subsistence, Travel, % Salary; Tuition, if Plan I).

The Management Course makes up 4%\* of the total reimbursement to local agencies.

There are currently eight Management Courses certified; five courses are contract presentations.

The Management Course performance objectives are enumerated in the document containing the Management Course performance objectives and are organized under the following broad topic areas:

- Administrative Management
- Personnel Evaluation
- Media Community Relations
- Behavioral Science
- Internal Communications

### Executive Development Course

The Executive Development Course is authorized in Regulation Section 1005(e) and is optional. Reimbursed - Plan IV (Subsistence and Travel).

Commission Procedure D-5 prescribes that the Executive Development Course shall be 80 hours in length and its contents include segments on internal management, management techniques and aids, operations management, fiscal management, environmental relationships, community relations and communications.

The Executive Development Course reimbursement is less than a fraction of a percentage point of the total and, for purposes of reimbursement reporting, it is included in the Management Course figure.

There is only one contract for presentation of an Executive Development Course.

\* See Chart-1-Page 2

## Technical Courses

The minimum standards for technical training are established in Section 1005(f), Commission Regulations, and are expanded in Commission Procedure D-6. Reimbursement varies.

The Technical Courses are divided into two areas:

Job Specific  
Skills and Knowledge

### Job Specific Technical Courses

There are 116 Job Specific Technical Courses authorized for presentation. These courses, although not mandated, are approved for salary reimbursement. The rationale for reimbursing for salary is to stimulate the training program and improve the various job performance levels. Reimbursed - Plan II (Subsistence, Travel, % Salary).

These courses range from 16 to 120 hours and provide training in various job specific functional areas, such as vice investigation, questioned documents investigation, robbery investigation, jail operations, etc. They are not designed to be presented in an Advanced Officer or advanced level of expertise or format. Reimbursement for these courses are about 16.2%\* of the total.

### Skills and Knowledge Technical Courses

Skills and Knowledge technical training courses make up 14.1%\* of the reimbursable training program provided by POST. Reimbursed - Plan III or IV.

There are 133 Skills and Knowledge Technical Courses certified for presentation.

Skills and Knowledge Courses vary in length from 6 to 100 hours and are designed to satisfy local needs in specialized subjects requiring additional expertise.

Specialized subjects of Skills and Knowledge Technical Courses include a variety of subject matter, such as records management, background investigation, report writing, etc.

### Approved Courses

State law requires the Commission to establish course curriculum standards for training of various kinds of peace officers and other groups. The standards for approved courses are provided in PAM Section D-7. Approved courses are required to meet minimum content and hour requirements and attendees are not generally reimbursed.

Courses in this category include P.C. 832 training, reserve officer training, chemical agent training, etc.

### Seminars

Section 1005(h) of the Regulations provides authorization for the presentation of seminars. Seminars have been developed for the supervisory, management and executive levels. Since reporting of reimbursement costs for seminars falls within the

\*See Chart 1-Page 2

### Seminars (Continued)

categories for the supervisory and management courses, the percentage of reimbursement costs are not available. At the present time, there are two seminars related to supervisory, eight management, eight executive, and POST special subject matter. Reimbursed - Plans III or IV.

Seminars shall be no less than 18 hours in duration and are designed to study and solve any future problems encountered by law enforcement personnel and their agencies.

### Field Management Training

Field Management Training is authorized in Section 1005(i) of the Regulations and is expanded in Commission Procedure D-9. Reimbursed - Plan IV (Subsistence and Travel).

Field Management Training is another training program that is not specifically identified in the normal grouping process for reimbursement costs by category.

Field Management Training is a flexible program providing reimbursement to participating agencies to send their personnel to other California law enforcement agencies having outstanding programs in order to observe or participate in on-the-job training. The program is designed to assist in the solution of specific problems within law enforcement agencies which cannot be solved by other available training programs.

In this program, management rather than operational aspects are stressed and normally training is limited to those persons with management responsibilities to implement a new program within the department. Exceptions may be considered on an individual basis.

### Team Building Workshops

Team Building Workshops are normally certified under the Technical Course area. Team Building Workshops are unique training programs with a specific cost factor. Costs are not necessarily controlled or specifically identified in the reimbursement by category system. Reimbursed - Plan III (Subsistence, Travel, Tuition).

A Team Building Workshop is intended to identify, analyze and resolve complex problems and issues confronting a law enforcement agency. It is also intended to develop a cohesiveness or cooperative spirit among the participants so as to better function as a team.

As presently constituted, a Team Building Workshop is a three-day, twenty-four hour program conducted for a single law enforcement organization, generally held at a site away from the agency and limited to a maximum of 20 participants.

### Training Delivery System

POST provides for training primarily through intermediaries, such as community colleges, law enforcement agencies, private entrepreneurs, state agencies, colleges universities, and to a lesser degree, by POST itself. On rare occasions, especially if grant funded, out-of-state organizations have presented some training courses under POST.

These training presenters constitute the POST training delivery system. This system is authorized by Section 13503 (e) and through the permissive language in 13511 P.C.

Community colleges recoup their expenses through the A.D.A. (Average Daily Attendance). Law enforcement agencies are reimbursed by POST through their trainees; state agencies, such as the Department of Justice and CSTI (California Specialized Training Institute), private entrepreneurs, colleges and universities usually present courses under contracts with POST.

### RECOMMENDATIONS

The most obvious need surfacing as a result of this review is that of a POST master plan for training as developed as a result of the POST Resource Management System. Beginning with the Commission, an overall plan for training California law enforcement should be devised which would be subject to periodic, regular review; would recognize limitations but would provide for mandated training, yet allow for satisfying training needs in the "flexible" area. Considering the millions of dollars POST has spent on training and continues to spend, it is desirable to operate according to a definite plan. Also, it is desirable that a financial information system be developed to help track resource expenditures and balances so that proper planning, monitoring and accountability can occur.

Some of the programs should be structured so that they tie in with others, such as supervisory, management and executive training tying in with academic credits and career development recognition of some sort. Greater emphasis should be placed on supervisory, management and executive training than has been given in the past (as distinguished from emphasizing "man-on-the-street" training). After twenty years of POST operation, it is time that the middle and upper echelons of law enforcement organizations receive training recognition and opportunities, with encouragement from POST. POST should take a leadership role and start planning upper level training programs for the law enforcement leadership of California.

### Training Delivery System for the Future

Given that in the future POST will be conducting an on-going training needs assessment survey process and will be in a better position to provide and respond to perceived training needs from the field, there is still a need to identify a more appropriate delivery system to accomplish our goal of improving law enforcement through training.

### Training Delivery System for the Future (continued)

We cannot overlook the fact that the majority of the courses today are mandated and must be provided. That portion remaining, generally, is the technical course area and is the only flexible or discretionary training area that we have. What is needed is a delivery system that will provide a more effective use of POST monies to expand training predicated on need.

The following recommendations in the POST training delivery system should bring more order to our training program if implemented.

### Proposed Delivery System and Needs Identification by Course Category

#### Basic Course

It is proposed that no fundamental changes be made in the present delivery system of the Basic Course that law enforcement academies, community colleges, specialized academies and the CHP are authorized to present. However, more evaluation is needed on pre-service training emphasis and for development of preentry qualifications and self screening devices.

#### Advanced Officer Course

No change in the delivery system is proposed for the Advanced Officer (AO) Course. Agency academies, specialized academies and community colleges should still be authorized to present the Advanced Officer Course.

However, the present lack of control for the delivery and reimbursement of Advanced Officer training must be resolved. "Before the fact" rather than "after the fact" control of Advanced Officer training reimbursement funds must be developed and implemented to properly husband POST's limited resources.

#### Supervisory Course

It is proposed that community colleges and local enforcement agencies continue to present the Supervisory Course. The Supervisory Course, however, should be improved and designated as the keystone course in a new series of courses leading to a certificate in Supervisory training. The "series" courses could be presented by the colleges and universities as outlined below.

#### Management and Executive Development Courses

For years we have placed our primary training emphasis on the line officer. Very little attention has been given to those who make and implement policy. If we are to achieve a truly balanced POST training program in the 1980's, we must invest a proportionate amount of the POST training dollar on the managers and administrators who are the decision makers in California law enforcement.

It is proposed that we develop and establish a training series for supervisors, managers and executives, using selected universities strategically located throughout the state to present these courses. Through a job analysis, we should determine the duties personnel assigned to each of these positions perform, and then develop a series of intensive courses that would train the personnel to the desired level of competence.



### Management and Executive Development Courses (continued)

The present management and executive development courses would become the keystones for the proposed training series.

It is proposed that in order to standardize and improve the efficiency and effectiveness of these courses, they be coordinated and facilitated and, in a few instances, presented by POST. The remaining courses in the series could be certified to colleges or universities. The Commission could control the course curriculum by approving specifications for each course, ensuring that law enforcement training needs were being met while providing top law enforcement personnel with an opportunity to improve their academic background.

### Technical Job Specific Courses

It is proposed that emphasis on training for job specific courses should be directed to the community colleges and the agency academies. Job specific certifications to universities should be terminated in order to reduce the overall costs of these types of presentations.

### Skills and Knowledge Training Courses

Due to the large number of agencies that have indicated a need for training in the technical "skills and knowledge" area, it is impossible for POST to fund all training needs identified. It would take years to meet the skills and knowledge training needs identified in the last training needs assessment, not even considering the turnover in law enforcement agencies.

POST should freely acknowledge that there are limits to what we can do in the area of skills and knowledge training and communicate that position to the field. Some other means must be found if the training need is to be satisfied.

It is recommended that POST investigate the policy whereby most, if not all, the technical skills and knowledge courses be replaced by instructor courses. This would enable POST to train selected personnel who, after they have received training as an instructor, would be expected to return to their respective agencies and provide technical skills and knowledge for personnel of their own agencies.

### Field Management Training

Field Management Training has been an integral part of our training program for many years. This training requires only the acceptance of other law enforcement agencies to share programs with one another in order to be effective. It is proposed that this program be continued in its present mode and specific funds should be allocated predicated on past experience. These funds, and expenditures, should be isolated and specifically reported for program monitoring purposes.

Team Building Workshops

Team Building Workshops have generally been presented through college and university associated consortia of private entrepreneurs. The program is in need of revision and, while the same presenters are appropriate as the trainers in this subject matter, additional controls should be levied over the amount of monies available from POST for the service and the conditions for providing that service. Program monitoring data should be readily and regularly available.

Chart II

## Reimbursement Percentage by Category

Courses	1976/77	1977/78	1978/79	Average
Basic	44%	45%	42%	43.7%
Advanced Officer	20%	18%	15%	17.7%
Supervisory	5%	4%	4%	4.3%
Management	6%	3%	3%	4.0%
Subtotal: Mandated Courses	75%	70%	64%	69.7%
Technical:				
Job Specific	(12.5%)*	16%	20%	16.2%
Skills & Knowledge	(12.5%)*	14%	16%	14.1%

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\*Estimated, Job Specific and Skills and Knowledge combined 1976/77.

# PROPOSED

## CATEGORIES OF COURSES AND YEARLY SUMMARIES

Courses	Planning Allocation in \$	% Allocated	Reimbursement Cost	% of Reimbursement	# of Students Reimbursable	Nonreimbursable
<u>Basic:</u>						
Regular						
Specialized Investr.						
<u>Advanced Officer</u>						
<u>Supervisory</u>						
Series						
<u>Management</u>						
Series						
<u>Executive</u>						
Series						
<u>Seminars</u>						
Supervisory						
Management						
Administrative						
<u>Technical</u>						
Job Specific						
Skills & Knowledge						
<u>Field Management Trng.</u>						
<u>Team Building Workshops</u>						
<u>Approved</u>						

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title 1980-81 Reimbursement Proposal		Meeting Date April 24, 25, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By <i>AW</i> Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-7-80	Date of Report March 21, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

What reimbursement programs shall be provided for 1980-81 aid to local government?

BACKGROUND

Local agencies need to have information available to them to assist planning to meet training needs relative to reimbursements from the Peace Officer Training Fund.

ANALYSIS

The Commission has approved \$12,553,614.00 for Aid to Local Government in 1980-81. This must still be approved through the legislative process. The Department of Finance and legislative analyst both recommend approval. As discussed elsewhere in this agenda, Proposition 9 may reduce this amount.

Until our proposed Training Needs Assessment is completed, we do not know how many trainees will require training in the various types of courses. Nor do we know what the average salary levels will be after July 1, 1980. The potential exists for per diem rates to be increased by the Board of Control in response to inflationary factors. Airline fares and gasoline costs for surface travel appear certain to increase. Our revenue may be affected by all of these factors.

Prioritizing course categories and the amount budgeted for each seems prudent and desirable as a future activity when training needs are pre-determined. With the advent of our Training Needs Assessment process and the implementation of our computer system, we will be able to do so. In the meantime, we must proceed with our best estimates based on experience and trends.

One alternative to simplify the process would be to reimburse a "block amount" for each course determined individually. For example: \$1800 per trainee for Basic Course; \$600 per trainee for Supervisory Course; \$225 for a 20 hour Advanced Officer Course and so on based on actual average per hour costs in the preceding fiscal year. This would save considerable staff time at both the state and local levels.

Utilize reverse side if needed

(over)

A second alternative would be to eliminate salary reimbursement in job specific courses to ensure salary money is available for the mandated Advanced Officer Course without imposing a cap.

A third alternative seems to be the most practical at this time, given the amount of uncertainty we have outlined. It follows as our staff recommendation.

#### RECOMMENDATION

Adopt as the 1980-81 Reimbursement Program

1. Continuation of "100% out of pocket" costs for travel, per diem and tuition (in accordance with Board of Control and Commission maximums.)
2. Salary reimbursement (where authorized by appropriate plan) at the "30% Plus" formula.

This provides initial payment of 30% salary on a quarterly basis and allows all unexpended funds to be pro-rated at the end of the fiscal year.

# Memorandum

To : Honorable Chairman  
and Members of Commission

Date : April 18, 1980

From : Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards and Training

Subject: Recommendation on the California Specialized Training Institute Report

## Introduction

The report on the California Specialized Training Institute (CSTI) dated April 7, 1980, and the accompanying Executive Summary, reported that recommendations would be developed and distributed separately prior to the Commission meeting. This report is that recommendation. As members of the Commission will recall, instructions given staff at the January, 1980, Commission Meeting were to explore a range of alternatives to presenting training currently presented at CSTI. This recommendation is couched in the spirit of those instructions.

## Courses and Options

As was mentioned in the CSTI Report, training in terrorism, hazardous materials, officer survival, and civil emergency management, along with juvenile, robbery, and violent crimes investigation courses are now presented at CSTI. Present needs assessment indicates that such courses are needed (to varying degrees) and should be available.

As was mentioned in the CSTI report, a number of presenters, including CSTI, could offer these courses. These potential presenters are within the training delivery resource system available in the state.

## Potential Cost Savings

Staff has purposefully avoided making specific contacts with potential vendors, but a review of past comparative costs indicates that cost-effective alternatives are available. The recommendation provides means of establishing actual costs on a competitive basis wherein all vendors, including CSTI, would be encouraged to participate.

## Quality

Some word on quality is certainly apropos. CSTI has a fine reputation for putting on courses with qualified instructors, ~~whose classes begin and end on time.~~ CSTI, has consistently received high student evaluation marks. The quality has in part been underwritten by Federal and State funds.

### Alternatives

The POST CSTI report and Executive Summary outlined seven alternatives to presenting specialized training. The report noted that the most realistic alternatives were in dispersing and/or contracting for courses among all qualified vendors as determined through the POST Resource Management System, with POST in a more facilitative role.

### Recommendation

The purpose of POST is to raise the level of competence of law enforcement in California by providing training opportunities and financial incentives for training to local law enforcement. With this mission, it is incumbent upon POST to look for the most cost-effective ways in which quality training can be presented. This will hold true more in the future than it has in the past, with the on-going demand for careful management of resources.

It is recommended that:

1. Training in the subject areas of terrorism, hazardous materials, officers survival, civil emergency management and investigation courses be made available through the training delivery resource system.
2. Certification of these courses be based on need, cost, and quality of the course among other factors. All interested vendors should be considered equally.
3. Contracts for providing training in these subject areas should be restricted to those instances where it can be shown the normal certification processes are not appropriate.

Respectfully submitted.

*Norman C. Boehm*



## Obledo Tells Staff To Submit Requests To Hire Consultants

State Secretary of Health and Welfare Mario Obledo said Monday he has directed all department heads in his agency to submit to him all requests to hire private sector consultants.

An April 17 memo from Obledo to his department and office chiefs gave the order. That was two days after an Assembly Ways and Means subcommittee requested Legislative Analyst William Hamm to investigate all contracts for firms and private consultants hired by the state Department of Social Services during the past five years.

Obledo said his order had nothing to do with the legislative action. About three weeks ago, Obledo said, he was reading a U.S. General Accounting Office report on the hiring of government consultants and decided he should firm up his policy on consultants.

Currently, Obledo said, he is examining a proposed \$500,000 Department of Health Services contract with a firm that employs a former worker for that department. He would not elaborate on the contract.

Obledo said he had written a similar memo in 1977, asking that all consulting contracts be sent through his office. Before that, he said, the policy was only informal.

The Ways and Means subcommittee, chaired by Assemblyman Gordon Duffy, R-Hanford, was particularly critical of Marion Woods' social ser-

vices director, and his award of a no-bid \$498,443 contract between his department and McGeorge Law School in Sacramento.

A subcontractor scheduled to receive \$131,000 was Institutes for Disputes Resolution operated by Woods' friend, Eddy Feldman.

Feldman's firm later withdrew from the arrangement.

That contract was for training county welfare employees from around the state to represent their departments in administrative hearings requested by welfare recipients.

He said he was aware of Woods' contract in question. "I knew about that contract when it went through and I stand behind it," Obledo said.

Obledo's new directive said it became evident, in spite of some reservations as to whether approval was merited, that the processing of those contracts was almost irreversible. For instance, work on one of the contracts had already been given and accepted, expectations of contract award had been extended and obligations incurred in a third instance, and so on.

"Thus, my disapproval of the contracts would have created inequities."

His approval is required prior to the initiation of a process for the development of a bid proposal, a sole source contract or any other action which may result in the retention of an outside consultant.

SACRAMENTO BEE

Tuesday, April 22, 1980

# Memorandum

To : Recipients of CSTI Study

Date : April 15, 1980

From : Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards and Training

Subject: CLARIFICATION NOTICE - CALIFORNIA SPECIALIZED TRAINING  
INSTITUTE REPORT OF APRIL 7, 1980

Appendix B of the CSTI report includes a sample of a resolution which was proposed to be adopted at the California Chiefs' meeting in San Diego. It was not adopted. It was included in the appendix for the purpose of providing examples of CSTI's requests which have been modified since this resolution was presented to California Chiefs.

## Memorandum

Commissioners and  
Interested Parties

Date : April 7, 1980

*Norman C. Boehm*

Norman C. Boehm, Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI): ISSUES AND OPTIONS STUDY

At its January 1980 meeting, the POST Commission deferred a decision on a CSTI 1980-81 funding request and asked staff to prepare a study and report back at the Commission's April 24-25, 1980 meeting in Sacramento. In response to POST Bulletin 80-2, "CSTI-Issues and Options", a number of organizations and individuals have expressed interest in the study.

A copy of the study is attached. It addresses seven alternative courses of action the Commission may choose to consider:

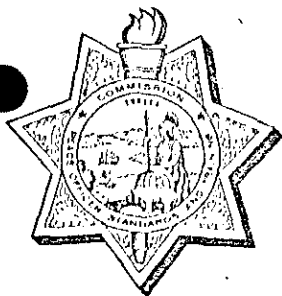
- Alternative No. 1 - Take no action to replace training being presented at CSTI.
- Alternative No. 2 - Disburse specialized training presented at CSTI within the existing training delivery resource system.
- Alternative No. 3 - Utilize POST staff to actively facilitate the organization, development and presentation of courses to assure high-quality specialized training.
- Alternative No. 4 - Contract with one or more providers for presentation of current CSTI courses.
- Alternative No. 5 - Undertake direct provisions of specialized training by POST trainers.
- Alternative No. 6 - Absorb the CSTI into POST by administrative action.
- Alternative No. 7 - Support or initiate legislation to place CSTI within POST.

The study strongly suggests that some alternatives are neither practicable nor desirable. The study indicates that Alternatives 2, 3 and 4, or some combination thereof, might best serve the Commission's purpose. These alternatives will be the thrust of staff's recommendation.

During the preparation of the study, conversations have continued between CSTI and POST staff. Changing circumstances and information developed during the study have led to a number of changes in the CSTI request. We anticipate further changes in the request prior to the Commission meeting. Therefore, the report is without specific staff recommendations at this stage because of the nature of the process. Recommendations will be prepared prior to the Commission meeting.

Should any questions on the study occur, the staff will be pleased to discuss them with interested parties.

Attachment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

April 7, 1980

CALIFORNIA SPECIALIZED TRAINING INSTITUTE REPORT

Introduction

This report is presented in response to the request of the California Commission on Peace Officers Standards and Training (POST). That request was for an analysis of the factors and alternatives to specialized training presented with POST funding. The request by the POST Commission was precipitated by the announcement of cessation of federal funding through the Law Enforcement Assistance Administration (LEAA) to the California Specialized Training Institute (CSTI), located at Camp San Luis Obispo.

The California Specialized Training Institute is one of the resources POST has used to present specialized types of training under a contractual arrangement. There are other sources which have or could be mobilized to present specialized training, and these will be mentioned in the text and appendices of this report.

Scope and Limitations

The Commission's instructions were that the matter be approached from the standpoint of how POST should handle specialized training in the future. While CSTI is mentioned prominently in the report, the purpose of this document is the development and analysis of a variety of options and alternatives to presenting specialized training.

The scope and direction of this report is to provide the POST Commission with sufficient data and alternatives to give policy direction. Additional study, analysis, and review will be necessary prior to implementation of the direction or combination of directions that the Commission may select. Some of these additional study needs are mentioned in the alternatives analysis section of the report.

CSTI: An Appendage of the California National Guard

As noted in the introduction, the California Specialized Training Institute has been one of the purveyors of POST training in specialized training areas. It was created in 1971 by the Reagan administration to respond to campus and other civil disorders by training military and police personnel. CSTI does not have either legislative stature or a charter for doing any training outside the purview of the California National Guard. As an adjunct of the National Guard, it is situated

on National Guard property at Camp San Luis Obispo and uses National Guard buildings, land, supplies, and equipment. Over the years since 1971, CSTI's role has tended away from training National Guard personnel and more toward training peace officers.

### CSTI Funding Background

For its first few years, CSTI was totally funded by the federal government. Beginning in 1975-76, POST provided certain special training at Camp San Luis Obispo through CSTI under a \$34,453 contract with federal funds making up the balance. The contract for Fiscal Year 1979-80 is \$363,443, with approximately \$750,000 provided this year by LEAA. (See Appendix A.)

POST has been verbally advised by the Office of Criminal Justice Planning (OCJP) that LEAA funds for CSTI will not be available after June 30, 1980. Our information is that CSTI was aware of the probability of the cutoff of LEAA funds much earlier, and that funding from other state agencies has been explored over the past few months. For example, as early as October 1979, POST was informed that "sensitive negotiations" about CSTI funding were being explored by it. In January 1980, POST was advised that CSTI would not be located in the Department of Justice. The National Guard budget for Fiscal Year 80-81 shows funding for CSTI from POST and tuitions.

At the January 1980 Meeting, POST Commission had before it on a printed agenda, the request from CSTI for a contract in the amount of \$388,000 to provide certain training for Fiscal Year 1980-81. In addition, it was reported that the Executive Director at the Office of Criminal Justice Planning (OCJP) had asked the POST Executive Director to fund CSTI in the amount of \$550,000 for the first six months of Fiscal Year 1980-81 (July 1, 1980 to December 31, 1980) because of the anticipated loss of LEAA funds for CSTI to allow time to find permanent CSTI funding.

### CSTI's Requests

Other funding possibilities apparently having been eliminated, CSTI's request now is simply that POST provide it with full funding in a direct cost amount of approximately \$1 million for the first fiscal year, with expansion of budget and programs envisioned for future years. In addition to the dollars, CSTI was requesting that the California State Legislature establish CSTI within POST as a discreet entity, operating under the general guidelines of the Commission, but as an independent entity nevertheless. Other requests of CSTI touch on reporting and accountability lines, among other issues. In Appendix B, are copies of materials from CSTI on the nature of their requests, the most recent of which is for the same level of financial support, but under a contract rather than by legislative inclusion.\*

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\* Just prior to the publication of this report, a letter was received from CSTI requesting "approximately \$679,350 in contract funds" for fiscal year 1980/81. Staff has not had an opportunity to review or evaluate this request for inclusion in this report.

There are significant policy, practical, and financial problems and issues inherent with such a set of requests. The issues and policy implications as well as the practicality of these requests will be reviewed and analyzed at appropriate points in this report.

### Methodology

The foregoing commentary represents conditions at the point the design for this report was developed. The methodology of this report is to:

- (1) Set the background of events leading up to the Commission's instructions to prepare a report.
- (2) Identify the key issues which need to be examined.
- (3) Develop a range of alternatives and examine those alternatives in light of the key issues; and
- (4) Present a summary and recommendations for the Commission's consideration.

### Structure for Direction Giving

The six-step POST Resource Management System provides an overall conceptual framework for managing POST resources (See Appendix C). This system was approved by the Commission at its January 1980 meeting, and works well as a decision-making, direction-giving construct for the issues addressed in this report.

- (1) What is the need for "specialized"\* training? (needs assessment)
- (2) What is the most effective and economical way to provide needed training? (program conceptualization)
- (3) What training resources exist or can be mobilized to meet training needs? (training delivery resource system)
- (4) How should attendance profiles be projected against other training opportunities? (planned use of POST resources)
- (5) How much in the way of resources should be allocated to truly specialized training in respect to other training priorities? (financial resource allocations)
- (6) How can quality control be assured irrespective of the training delivery approach that is ultimately chosen? (evaluations)

The practical application of the POST resource management system concept is incorporated throughout this report. It can serve as a framework for the Commission in viewing and reviewing a wide range of alternatives in an organized and systematic fashion.

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\* The question of what constitutes specialized training is an interesting point. Is it exclusive to few trainees, esoteric subject matter requiring special facilities? Or, can most training be considered "specialized" or "special" to those who attend?

## Key Issues

The key issues examined with each of the optional courses of action are: (1) legal considerations, (2) curriculum and program concerns, (3) financial implications, (4) personnel limitations, (5) physical facilities requirements; and (6) policy ramifications.

The basic ideas of these key issues are discussed outlining the considerations which should be given to each. Each of these issues will then be examined in the alternatives section of the report:

### 1. Legal Considerations

There are legal constraints which virtually preclude certain of the alternatives.

The State Constitution (Article XXIV), precludes "blanketing in" of non-civil service CSTI personnel into civil service positions within POST (Appendix D). Other legal requirements or procedures will be noted in the alternatives analysis.

### 2. Curriculum and Program-Concerns

There are many POST-certified courses and many training vendors. Which presenter is certified to present what courses depends upon availability, convenience to the field and other factors. POST currently has a roster of 535 certified courses offered by 117 presentors throughout the state, within the training categories (Basic Courses, Advanced Officer Courses, Supervisory Courses, Management Courses, Executive Courses, Technical and Job Specific Courses, Approved, and Seminars).

The current list of courses certified to CSTI has grown to a total of nine over the past several years. These courses are listed in a table below for ease of reference:

<u>Courses</u>	<u>No. of Hours</u>	<u>Maximum Class Size</u>	<u>No. of Pres. Over the Curr. 9-Mo. Acad. Yr.</u>
Civi Emergency Management	44	55	5
Officer Survival	44	55	21
Hazardous Materials Course	44	55	6
Hazardous Materials Seminar	24	75-100	2
Terrorism and Management Course	44	55	5
International Terrorism Seminar	24	150-200	1
Juvenile Investigation	22	55-100	3
Robbery Investigation Seminar	22	55-100	2
Investigation of Violent Crimes	40	55	6



Many of these courses (Officer Survival, Robbery Investigation, Terrorism, Investigation of Violent Crimes, Juvenile Investigation, Robbery Investigation and Civil Emergency Management) have been offered by training resources other than CSTI to some extent or another over the years (please see Appendix E for a more detailed narrative). In terms of quality, some of the other courses rank just as highly, higher, or nearly as high as courses offered by CSTI by those attending. The fact that other vendors have successfully presented types of courses that are presented at CSTI gives additional credence to the point that actual or potential resources for delivering "specialized" training are at hand in the state and can be mobilized under the POST training delivery resource system concept.

Moreover, some of the training resources used by CSTI are the same that would be available to POST or to other vendors in the state. The curriculum presented at CSTI is interesting and mostly very well presented, but not necessarily unique. Components of the Officer Survival Course can be seen in training of recruits at the FBI Academy and other places at local, state, and federal levels where CSTI's trainers sometimes in turn seek to receive their training. For example, when CSTI was proposing a Bomb Disposal School at Camp San Luis Obispo, it had registered two of its staff members to attend the Red Stone Arsenal for their own training.

Of the courses certified, the four subject areas most closely identified with CSTI at this time are: Terrorism, Officer Survival, Civil Emergency Management, and Hazardous Materials. The latest needs assessment ranks these courses as follows: Terrorism (Priority 3); Officer Survival (Priority 1); Civil Emergency Management (Priority 2); and Hazardous Materials (not listed). (See Appendix F.)

### Financial Implications

POST must provide law enforcement training within the amounts determined by each year's approved budget. In the past two years, budget overruns were narrowly averted by (1) a special budget amendment by the Legislature in one year and (2) a change in the accounting system in the next year. This year, 1979-80, the Commission found it necessary to adopt a 30% PLUS salary reimbursement formula to avoid a probable third successive budget overrun. Though total resources of POST have generally increased each year, the demand for training and the cost of training offered seems to have accelerated even faster.

POST is not the only agency experiencing the stress on existing resources, necessitating hard cost-effective measures to assure that its mission can be continued within the resources available. Appendix G shows an overview of POST's immediate budget history. The result is pressure on the available training dollar which must be used as effectively as possible. For comparative purposes only, the \$1 million requested by CSTI represents approximately 9% of the monies budgeted for "Assistance to Cities and Counties." The total cost for the program including travel, per diem and salary (for Job Specific Courses) represents approximately 14% of the "Assistance" budget.

The possibility of non-POST-funded tuitions has been given a preliminary review. Based on past experience, non-POST-reimbursed attendees at CSTI represent 28% of total training. Whether this would continue if a tuition were charged is uncertain. Depending on future demand for training by those outside POST's purview, tuition could become a significant, but not overwhelming factor. The tuition recovery by POST would apply to several of the alternatives, and is not necessarily CSTI specific.

## Personnel

CSTI's budget shows 26 positions. Of the 26 positions shown in the budget, nine are administrative support positions and are within the State civil service. These are primarily secretaries, custodians, and other support personnel. The remaining 17 positions have "military personnel" status; that is, they are not in the State civil service system (see Appendix D). The staff of the State Personnel Board has stated that it is not legally possible to "blanket in" the military personnel into the POST organization, either by legislation or administratively. Nor would it be possible for them to continue in their military personnel status if their appointing power were other than the State Military Department (State Constitution Article XXIV, Sections 1, 3, and 6(c)). Any policy direction of the Commission which would, in fact, increase POST staff would require persons desiring to fill these positions created to apply through the State's civil service system by means of competitive examinations, interviews, etc. Persons at CSTI would be on a competitive basis with anyone else.

## Physical Facilities

As an agency or arm of the California Military Department, CSTI has been housed at Camp San Luis Obispo and has been assigned 63,354 square feet of building space, and has had relatively free access to firing ranges and other land areas. For the use of the facilities, CSTI pays a pro rata share of utility, fire protection, and operating and maintenance costs of Camp San Luis Obispo amounting to approximately \$31,896 per year. Use of the National Guard facility has been advantageous. However, POST is informed that the National Guard needs space occupied by CSTI to meet its own expanding National Guard training needs and will be phasing its CSTI operations out (see Appendix H, a letter from National Guard Commanding General Frank Schober).

The National Guard will close its CSTI activity on July 1, 1980 unless POST has a controlled contractual training program to present there. In this case, an 18-24 month phase-out period could be arranged between POST and the National Guard. (There is some possibility that under the proper, controlled conditions, the National Guard may permit a training use at Camp San Luis Obispo beyond the two-year limit. For all practical purposes, however, the Camp San Luis Obispo facility presently used should not be counted on as an on-going training site by POST in view of the National Guard's needs. Any consideration of direct training by POST at a facility would require a study on facilities needs and acquisition. While such an analysis of future physical facilities needs is beyond the scope of this report, such a study would have to be prepared at the direction the Commission. Considerations in such a future physical facilities alternatives report would include:

1. Lease or rent the facilities that are needed.
2. Take over an existing but unused property, such as a closed school, and alter it to meet POST's needs.
3. Discover what land might be available to be assigned to POST by the State and then build a facility or facilities on it.
4. Share training and facilities with other agencies, such as the Department of Justice or the California Highway Patrol.

Attendant to acquiring or constructing facilities are the questions of:

- a. Location--Would it be most advantageous to have a single facility either north, central, or southern California, or two or three facilities strategically located in the midst of the major training populations.
- b. Upkeep costs
- c. Staffing costs

In any event, if the National Guard is firm in its need for training facilities at Camp San Luis Obispo, CSTI will not be continued under the National Guard at Camp San Luis Obsipo and will therefore not be available to POST as a potential training vendor at its present location.

Staff has also investigated the possibility of joint use of the California Highway Patrol (CHP) Academy. Though the CHP will make training facilities available on an ad hoc basis, scheduling for a long-term commitment was viewed as impractical. Likewise, the use of the Department of Justice (DOJ) Advanced Training Center (ATC) is not a practical permanent solution.

#### Policy Implications

The most important question of policy is "To what extent should POST staff become involved in direct training?" It should be clearly understood that the proposal suggested by CSTI is that POST become directly involved in training. Not only in some specialized courses, but also in some volume courses (Officer Survival). Once POST assumes a direct training role, practicality suggests that additional courses will be added over a period of time. In the past, POST has been the developer, certifier, and evaluator of training. While these roles should be enhanced and improved in the future regardless of the outcome of the decision at hand, the question of POST direct training is an important policy issue.

Unless the Commission is quite comfortable with the notion of moving into staff-direct training by POST, it should not feel pressed to make the decision because of current circumstances only.

## THE ALTERNATIVES

Seven alternatives to handling the training delivery vacuum created by the withdrawal of LEAA funding for CSTI are discussed below. The narrative and analysis are directed at the policy direction-giving level for the Commission. Subsequent further study, fact gathering, analysis, and implementation steps may be necessary to build the transitional structures to support the direction the Commission may decide to give. Following the narrative is a summary matrix highlighting the main ideas of each of the alternatives for ease of reference.

### Alternative One

Take no action to replace training being presented at CSTI.

- A. Legal Considerations--There appear to be no legal constraints in adopting this alternative that would directly affect POST.
- B. Curriculum and Programs--This alternative would eliminate some popular and important training.
- C. Financial--Approximately \$1 million dollars or more would become available for increasing the reimbursement rate or be devoted to other types of training.
- D. Personnel--There would be no impact on POST personnel configurations as a result of choosing this alternative.
- E. Physical Facilities--There would be no immediate need for POST-owned or controlled facilities under this alternative.
- F. Policy--This alternative reflects a strong policy statement that any one particular vendor is not POST's concern. Unfortunately, it also has a policy implication that training is or could be a function of a given vendor, which is not correct. The policy ignores the fact that they are alternatives to this type of training which is not vendor-specific.
- G. Analytical Summary--This does not appear to be a wise decision from the policy standpoint, as it ignores the need for the type of training that has been going on and ignores the fact that such training can be presented in other ways.

## Alternative Two

Disburse specialized training presented at CSTI among the existing training delivery resource system.

- A. Legal--There are no direct legal problems for POST.
- B. Curriculum and Program--Training could be certified to other qualified vendors in the POST training delivery system.
- C. Financial--Less cost than envisioned at a CSTI type of training format. The amount of the cost will depend on how the training is disbursed. That type of training that can be disbursed to community colleges for example would be much less expensive.
- D. Personnel--No additional POST personnel will be needed.
- E. Physical Facilities--There will be no direct physical facilities responsibility by POST. Needed physical facilities will be the responsibilities of the training vendors.
- F. Policy--This alternative assumes that the training resources in the State, comprising a POST training delivery resource system are sufficient to carry on the training and that are malleable and adaptable to new kinds of training of a high quality level.
- G. Analytical Summary--Certain courses provided at CSTI would well fit into this disbursement alternative. Courses in Juvenile Investigation, Robbery Investigation, and Investigation of Violent Crimes would seem to fit well within the existing system. Potential handling of other courses (Civil Emergency Management, Officer Survival, Hazardous Materials, and Terrorism) that will be specifically mentioned in other alternatives.

### Alternative Three

#### Staff as Facilitator

This concept envisions POST staff taking on a more active role in organizing, developing, and planning courses to be held and following up to assure high quality of training.

- A. Legal Implications--The need to be in concurrence of the Department of Finance, the Legislature, and the Governor (as part of the budget) if additional staff personnel are needed. From the standpoint of existing staff simply assuming this role, there are no legal constraints.
- B. Curriculum and Programs--This alternative envisions staff in a facilitating role to assure pertinence and quality control in such courses as Officer Survival, Terrorism, Civil Emergency Management and Hazardous Materials. This would apply to increased executive training and development as well. Staff would not be instructors, but rather have responsibility of lining up, organizing, coordinating, and seeing that training goes on in a quality manner. There would be additional curriculum development role in these certain specialized areas.
- C. Financial--The financial implication of staff acting as facilitator to certain types of training would be from \$0 dollars to approximately \$120,000 dollars per year.
- D. Personnel--There are two basic personnel options. The first is to redirect certain members of existing staff to take on a quality controlled, curriculum development role for specialized types of courses with the idea of enhancing POST's main product without being the actual deliverer of that product. The other alternative is to increase POST staff by up to four persons and create a four-person quality control curriculum development team. Such a team would allow POST to continue its regular services to the field and to emphasize greater quality by working with the presenters of training. Two of the positions would be professional and two support services.
- E. Physical Facilities--No additional physical facilities would be required by POST.
- F. Policy--This alternative is consistent with the mission of POST to provide quality training using the POST Resource Management System and the Training Delivery Resource System. It would provide a mechanism for meeting new training needs as they emerge as well as handling training in question with a degree of quality and facility.
- G. Analytical Summary--This alternative has the advantages of focusing responsibility for quality training more directly on POST without involving POST as a presenter. Staff would act more in a role of program coordinator, locator of resources and anticipator of training needs. It is consistent with the POST Resource Management System. This alternative should be used in concert with alternatives two and four.

#### Alternative Four

Contract with Providers--Under this alternative certain types of training presently presented at CSTI would be contracted for by one or more providers.

- A. Legal--Contracts would be subject to review prior to being renewed each year following evaluation and recommendation to the Commission.
- B. Curriculum and Programs--POST can organize the training programs as needed. Requests for Proposals (RFP's) could be used.
- C. Financial--The exact financial impact would become known after the "proposals" are received. The Commission might consider setting limits in terms of persons to be trained or a cap in dollars for any given year.
- D. Personnel--There would be no impact on personnel by POST, however, the competitive contracting nature of this alternative would motivate potential vendors to arrive at an optimum balance in providing a quality program with a most effective number of staff.
- E. Physical Facilities--There would be no physical facilities responsibility on the part of POST unless so spelled out in the proposals. A description of the physical facilities to be used would be included in the request for proposals and would be analyzed as part of the selection process. The exception would be POST's use of Camp San Luis Obispo under a phaseout agreement with the National Guard.
- F. Policy--POST retains its traditional role.
- G. Analytical Summary--This alternative has the advantage of putting POST in control of its options. POST sets the limitations of the contract, evaluates the RFP's, and makes an award. These awards would be reviewed annually and there would be a built in factor for quality control. The training delivery system concept would be invoked. POST would not be in the business of direct delivery of training itself.

## Alternative Five

POST as direct trainer. This alternative envisions POST increasing staff and hiring a POST "faculty" to present at least "specialized" kinds of training.

- A. Legal--While there is nothing illegal in POST providing direct training, budgetary concurrence by Finance, the Legislature and the Governor would be necessary.
- B. Curriculum and Programs--If chosen, this alternative should be confined to Officer Survival, Terrorism, Civil Emergency Management, and Hazardous Materials Management as well as as a new level of Executive Development and Training Courses.
- C. Financial Implications--There would be substantial costs for personnel and facilities. The amount depends on the number of personnel and the quantity and quality of locations of facilities.
- D. Personnel--If twelve new positions were authorized; (three support and nine professional) costs would be \$388,458. If 20 new positions were authorized; (six staff support 14 professional) the cost would be \$626,128 (allow \$16,395 dollars salary and benefits for support personnel, and allow \$37,697 dollars including salary and benefits for professional personnel). Tuitions from non-POST attendees would offset some costs. *POST has no legislative authorization to charge such fees.*
- E. Physical Facilities--After 18 months to two years at Camp San Luis Obispo staff would have to be ready to move <sup>into other</sup> new facilities to continue training.
- F. Policy--This represents a major shift from POST policy of coordinating, organizing, and developing training to being a direct presenter of training. For certain types of training, (some suggested above), the Commission may find such a change appropriate for further study and action.
- G. Analytical Summary--If this alternative is chosen staff should be directed to draft a budget ammendment and prepare justifications to begin the steps outlined under legal analysis. Also, to begin the processes of describing positions and setting the wheels of hiring in motion. Concomitantly, work would have to be devoted to doing an analysis of physical facilities needs. Further, an analysis of the POST organization should be undertaken to see how a direct training staff would fit into the current organization. The notion of POST-direct training need not become a closed issue even if the Commission chooses one or more of the other alternatives.

However, the Commission need not feel pressed into moving precipitously into an area that may require more thought, effort and energy before a decision could be made. If however, the decision is to proceed work will begin immediately. The time requirements and complexity of the steps necessary to achieve this option should be known and is not likely that they would be completed prior to July 1.



## Alternative Six--CSTI in POST Administratively

This option is to take CSTI into the POST organization but administratively rather than Legislatively.

- A. Legal--The constitutional problems of making wholesale transfer from the military to POST discussed under the legal analysis above would apply here. Under the present reading of the State Constitution it would not be legal to do a wholesale transfer of CSTI personnel within the POST organization.
- B. Curriculum and Programs--This alternative assumes the curriculum and programs presented at CSTI continue as at present.
- C. Financial--Costs would initially be \$1 million dollars, plus approximately \$500,000 for travel and per diem expenses.
- D. Personnel--Twenty-six positions are indicated in CSTI's budget. There may be problems in legality of moving them to POST. There would be problems in salary differentials.
- E. Physical Facilities--The National Guard has stated that Camp San Luis Obispo, <sup>for this training</sup> would not be available after 18 to 24 months.
- F. Policy--This alternative runs counter to the proposition that POST supports training programs, <sup>generally</sup> not individual presenters. The problem of finding permanent facilities remains. The fact is that the processes would include Department of Finance, Personnel Board, the Legislature, and ultimately the Governor's Office from at least a budgeting standpoint.
- G. Analytical Summary. This alternative is fraught with policy, procedural and organizational problems.

## Alternative Seven--CSTI in POST Legislatively

This is the alternative <sup>was</sup> originally pressed for by CSTI. It is to bring CSTI into POST for funding purposes.

- A. Legal--There are constitutional problems with this alternative, as with others, in bringing those members on the CSTI staff into POST under this alternative.
- B. Curriculum and Programs--The curriculum and program would ostensibly remain the same as at present.
- C. Financial--Initial financial impact would be \$1 million dollars for contract services plus approximately \$500,000 for associated reimbursement travel and per diem costs. Moreover, there would be costs attendant to acquisition and maintenance of physical facilities in unknown amounts. Tuition from non-POST funded users would offset direct costs to an undetermined degree.
- D. Personnel--The inclusion of CSTI in POST Legislatively may involve up to 26 positions to be added to POST's Administrative costs. The problems in bringing the additional people on board in a blanket-in situation has already been addressed.
- E. Physical Facilities--Use of Camp San Luis Obispo could be anticipated for only an 18- to 24-month period after which POST would have to acquire *other* facilities.
- F. Policy--There is a potential precedent in a policy which would encourage the Commission to support any vendor being placed into the POST organization by legislation. If one vendor comes in with tacit Commission support or acquiescence, it is possible that others would seek the same precedent-setting alternative.
- G. Analytical Summary--If the Commission is seriously interested in this alternative we would recommend the strongest of organizational control. The director of CSTI would report directly to the Executive Director, not to the Commission. There would need to be an organizational study to determine which of the positions of CSTI might represent duplications or overlaps of the services that POST now provides. There would need to be a complete management study and a resulting charter statement for CSTI which would ensure the Commission of structural integrity, policy control and operational control.

# FACTORS IMPACT

Alternatives	Legal	Curriculum/Programs	Financial	Personnel	Physical Facilities	Policy	Analytical Summary
1. Take no action	None directly	Popular and important training eliminated	Reimbursement windfall	No impact on POST	No needs for POST	Ignores training needs	Not realistic
2. Disperse training	None directly	Most capable vendors do training	Less cost	None for POST	None for POST	Alternative resources available	Good alternative
3. Staff as facilitator	None--Except for budget process	Quality control spec. courses and Executive Development	None to \$120,000 per year	None to four new positions	None for POST	Consistent with mission	Very good anticipatory factor. Used in combination with other alternatives.
4. Contract with providers	One year contracts	Officer Survival Hazardous Materials Civil Emergency Terrorism	Competitive quality a factor	None to POST	Limited to None	POST controls training through contract	Good choice. More than one vendor possible
5. Staff Direct Training	State Budgetary Process	At Commissioners Direction--Ltd. to Spec. courses Executive Development	Depends on how many positions, type of facilities	Up to 26-- Depends on curriculum load--No guarantee for CSTI people	Needed	New role for POST	Analysis of organization needed. Perhaps a future option.
6. CSTI in POST administratively	Heavy procedural road blocks. Constitutionality questioned	As at CSTI currently	Approximately \$1,000,000 direct cost, \$500,000 plus indirect costs plus facility costs	26 positions	Needed	Precedent setting	Other alternatives can provide training
7. CSTI in POST Legislatively	Constitutionality questioned	As at CSTI currently	Approximately \$1,000,000 direct costs \$500,000 indirect costs plus facility costs	26 positions	Needed	Precedent setting	Other alternatives can provide training

# CSTI FUNDING HISTORY

<u>Fiscal Year</u>	<u>Federal Sources</u>	<u>POST Contract</u>	<u>POST Reimbursement</u>	<u>Total to POTF</u>
71-72 (1 course)	\$426,000			
72-73 (1 course)	442,000			
73-74 (2 courses)	626,000			
74-75 (2 courses)	950,000			
75-76 (3 courses)	958,000	\$ 34,453		
76-77 (5 courses)	549,649	315,000	\$250,360	\$565,360
77-78 (6 courses)	672,221	197,792	332,511	530,303
78-79 (9 courses)	666,666	356,447	362,459	718,906
79-80 (9 courses)	718,811	363,443		

Whereas, the Commission on POST has found the CSTI courses to be among the most highly regarded and sought-after of all the courses certified by POST; and

Whereas, there is a long waiting list for attendance at CSTI; and

Whereas, the CSTI faculty includes experts in all disciplines; and

Whereas, no other state has an activity comparable to CSTI and other states have sent representatives to California to study the CSTI model; and

Whereas, the CSTI utilizing its unique "Team Teaching" techniques has achieved an enviable international reputation as a training center; and

Whereas, the California Police Chiefs Association Executive Committee realizes the urgent necessity for effective training; and

Whereas, the California Police Chiefs Association Executive Committee considers the California Specialized Training Institute a unique and singularly successful training asset for the State of California; and

Whereas, the California Police Chiefs Association Executive Committee endorses the continuation and expansion of the California Specialized Training Institute so that it can realize its full potential for serving the citizens of California.

BE IT RESOLVED, THEREFORE, THAT THE CALIFORNIA POLICE CHIEFS ASSOCIATION EXECUTIVE COMMITTEE ENDORSES THE LEGISLATIVE ESTABLISHMENT OF THE CALIFORNIA SPECIALIZED TRAINING INSTITUTE AS A SPECIAL ACTIVITY OF THE COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING (POST); FULLY FUNDED BY POST; REPORTING DIRECTLY TO THE COMMISSION THROUGH THE EXECUTIVE DIRECTOR OF POST; TO PREPARE AND PRESENT IN ITS HIGHLY SUCCESSFUL MANNER SUCH PROGRAMS OF INSTRUCTION AS MAY BE DIRECTED BY THE COMMISSION ON POST.

cc: Fred K  
Jerry T

RESOLUTION SUPPORTING THE PERMANENT FUNDING  
CONTINUATION AND EXPANSION OF  
THE CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI)  
AT SAN LUIS OBISPO

APPROVED BY THE CALIFORNIA POLICE CHIEFS ASSOCIATION EXECUTIVE COMMITTEE  
ON 1990.

Whereas, every society, if it is to survive and prosper must plan its  
response to a civil emergency; and

Whereas, it makes little difference whether it is a natural emergency  
such as an earthquake, flood or wildfire, or a man-made emergency such as  
a massive violent confrontation - in each instance the survival and recovery  
of the community will depend upon the successful qualitative management of  
people and resources from many agencies during a high-stress period; and

Whereas, peace officers charged with enforcing the law must be properly  
trained in survival techniques; and

Whereas, the problem of terrorism will continue to disrupt the normal  
processes of society; and

Whereas, bomb threats, hazardous materials and numerous other  
challenges face California in increasing numbers; and

Whereas, the California Specialized Training Institute was created  
specifically to provide training of this type; and

Whereas, the Californina Specialized Training Institute, now completing  
its ninth year, has graduated more than 10,000 people from law enforcement,  
corrections, the courts, college and school administrators, legislators, etc.  
from its courses; and

ATTENDUM 'B'

(OVER)

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title CPOA Contract 1980/81 - Legislative Update		Meeting Date April 24-25, 1980
Division Executive Office	Division Director Approval	Researched By D. Beauchamp <i>DB</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval February 27, 1980	Date of Report February 25, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (See Analysis per details) <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Commission approval of contract costs for the 1981 Legislative Update Seminars and publication of the Manual used in these presentations.

BACKGROUND

POST, with the cooperation of California Peace Officers' Association (CPOA) and the Department of Justice, has sponsored annual legislative updates since 1976. The seminars are conducted throughout the State and are designed to provide timely information on statutes affecting law enforcement that have been passed into law during the year. Total expenditure for the 1979/80 seminars and manual publication was \$28,686.00, plus approximately \$2,000.00 for reimbursement to local agency for travel and per diem costs. One-thousand, two-hundred and ninety-seven (1,297) persons attended these seminars, amounting to a cost of less than \$25.00 per person trained.

ANALYSIS

The Legal Update Seminars and attendant publication of the manual are the only means currently available to assist agencies in learning about recent legislative changes. The program is a combined effort of CPOA, the Department of Justice, and POST, with the assistance of the California Highway Patrol. Course evaluation has shown it to be a very cost effective program.

RECOMMENDATION

It is recommended that POST contract with CPOA to assist with the publication of 2,700 manuals entitled "1981 Legal Update." It is also recommended that POST contract with CPOA to present eighteen (18) Legal Update Seminars, to be conducted at predetermined locations throughout the State. The cost for these programs is as follows:

1981 Legal Update Manual Development	\$ 3,774.00
18 Legal Update Seminars	<u>19,080.00</u>

Total Contract Costs      \$22,854.00

COURSE BUDGET		STATE OF CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823	
1. AGENCY SUBMITTING BUDGET California Peace Officers Educational Research and Training Corporation		2. P.O.S.T. COURSE CATEGORY Technical	
COURSE TITLE Legal Update Seminars (1981)		3. COURSE CERT. NO.	
5. SUMMARY			
BUDGET CATEGORIES		COSTS	
		SUBTOTAL	TOTAL
DIRECT COSTS			
A. SERVICES			
(1) INSTRUCTION		\$192.00	
(2) COORDINATION		154.00	
(3) CLERICAL		125.00	
(4) PRINTING/REPRODUCTION		-0-	
TOTAL SERVICES			471.00
B. SUPPLIES			
(1) BOOKS/PAMPHLETS/HANDOUTS		-0-	
(2) CERTIFICATES		-0-	
(3) NOTEBOOKS		-0-	
(4) PAPER/OFFICE SUPPLIES		-0-	
TOTAL SUPPLIES			-0-
C. EQUIPMENT			-0-
D. TRAVEL			
(1) COORDINATOR		-0-	
(2) INSTRUCTORS		-0-	
TOTAL TRAVEL			113.00
E. MISCELLANEOUS			338.00
TOTAL DIRECT COSTS			922.00
INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)			138.00
\$1,060.00 each presentation X 18 presentations = \$19,080.00 per year		TOTAL ALL COSTS 1,060.00	
		Each Presentation	
6. NAME AND TITLE OF PERSON SUBMITTING BUDGET Harold Snow, Executive Director CPOA H.S.		7. DATE SUBMITTED February 25, 1980	
8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET <i>Don Beauchamp</i>		9. DATE REVIEWED Feb. 26, 1980	



## INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

## DETAILS

BUDGET CATEGORIES	COST
<b>10. SERVICES</b>	
<b>INSTRUCTION</b>	
One Instructor - 6 hours @ \$32.00 per hour	\$192.00
One Legal Resource Person - Attorney General's Staff	NO COST
<b>COORDINATION</b>	
One On-Site Coordinator - 6 hours @ \$9.00 per hour	54.00
Course Administration (flat fee)	100.00
<b>CLERICAL</b>	
One Clerical person - 25 hours @ \$5.00 per hour	125.00
<b>PRINTING/REPRODUCTION</b>	
<b>TOTAL</b>	<b>\$471.00</b>
<b>11. SUPPLIES</b>	
a. BOOKS/PAMPHLETS/HANDOUTS	
b. CERTIFICATES	
c. NOTEBOOKS	
d. NOTEBOOKS	
<b>TOTAL</b>	<b>-0-</b>

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

## DETAILS

## CATEGORIES

## COST

## 12. EQUIPMENT

TOTAL

## 13. TRAVEL

## a. COORDINATOR / INSTRUCTOR / RESOURCE PERSON

Transportation - 3 persons and equipment to class site from Sacramento  
Average 538 miles (round trip) @ \$.21 per mile

\$113.00

TOTAL

\$113.00

## 14. MISCELLANEOUS

Telephone, postage, advertisements, miscellaneous office supplies

\$100.00

Facility Rental (average rate)

100.00

Coordinator (1), Instructor (1), and Legal Resource Person (1), per diem  
@ \$46.00 each

138.00

TOTAL

\$338.00

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 958231. AGENCY SUBMITTING BUDGET California Peace Officers  
Educational Research & Training Corporation2. P.O.S.T. COURSE CATEGORY  
None3. COURSE  
CERT. NO.

COURSE TITLE

Legal Update Manuals (1981)

5. SUMMARY

## BUDGET CATEGORIES

## COSTS

SUBTOTAL

TOTAL

## DIRECT COSTS

## A. SERVICES

(1) INSTRUCTION (Legal research and analysis) 1,800.00

(2) COORDINATION 680.00

(3) CLERICAL 500.00

(4) PRINTING/REPRODUCTION -0-

## TOTAL SERVICES 2,980.00

## B. SUPPLIES

(1) BOOKS/PAMPHLETS/HANDOUTS -0-

(2) CERTIFICATES -0-

(3) NOTEBOOKS -0-

(4) PAPER/OFFICE SUPPLIES -0-

## TOTAL SUPPLIES -0-

## C. EQUIPMENT -0-

## D. TRAVEL

(1) COORDINATOR 52.00

(2) INSTRUCTORS -0-

## TOTAL TRAVEL 52.00

## E. MISCELLANEOUS 250.00

## TOTAL DIRECT COSTS 3,282.00

INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%) 492.00

TOTAL ALL COSTS

3,774.00

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET

Harold Snow, Executive Director CPOA H.S.

7. DATE SUBMITTED

February 25, 1980

8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET

9. DATE REVIEWED

Feb. 26, 1980

## INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

## DETAILS

## CATEGORIES

COST

## 12. EQUIPMENT

TOTAL

-0-

## 13. TRAVEL

## a. CLERICAL

Transportation related to manual development - 250 miles @ \$.21 per mile

\$52.00

TOTAL

\$52.00

## 14. MISCELLANEOUS

Legislative bill service, law reference service, office supplies, etc.

\$250.00

TOTAL

\$250.00

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

## DETAILS

## BUDGET CATEGORIES

## COST

## 10. SERVICES

## INSTRUCTION

Legal Research and Analysis - 200 hours @ \$9.00 per hour

\$1,800.00

## COORDINATION

Supervision and Review - 40 hours @ \$17.00 per hour

680.00

## CLERICAL

Editing of Document - 100 hours @ \$5.00 per hour

500.00

## PRINTING/REPRODUCTION

TOTAL

\$2,980.00

## 11. SUPPLIES

a. BOOKS/PAMPHLETS/HANDOUTS

b. CERTIFICATES

c. NOTEBOOKS

d. NOTEBOOKS

TOTAL

-0-

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>DOJ TRAINING CENTER-POST INTERAGENCY AGREEMENT</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Lock</i>	Researched By <b>Gene DeCrona</b>
Executive Director Approval <i>William C. Becken</i>	Date of Approval <b>4.8.80</b>	Date of Report <b>March 20, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

In a memorandum to the Executive Director dated December 13, 1979, the Department of Justice requested \$571,892.00 from the Peace Officer Training Fund to support the Department of Justice Training Center's law enforcement training program for fiscal year 1980/81. This is an increase of \$60,864 over 1979/80 funding.

BACKGROUND

POST and DOJ have been involved in Interagency agreements for the past three fiscal years. The amount of the agreement each year has been based on cost to DOJ for instruction, coordination, clerical, supplies and travel. Each year the total cost to POST for training delivered has been below the allowable tuition guidelines established by the Commission.

The objectives of POST involvement with DOJ for training are to provide training based on the DOJ area of special expertise which are not ordinarily available through other sources, and to provide on-site training to small and medium size law enforcement agencies in remotely located areas not otherwise available through local sources.

The current 1979/80 agreement (IA 79-406-10) is for \$511,028.00. For this amount, DOJ agreed to offer 155 presentations of 23 separate courses to at least 2,898 trainees. The first half of FY 1979/80, DOJ Training Center has offered 83 separate presentations of 27 certified courses to 2,813 trainees for a total of 65,442 trainee hours. POST reimbursed DOJ \$241,105.00 for the first half of the fiscal year or \$3.68 per trainee instructional hour.

Close attention has been given to evaluation of these courses by POST staff and through course evaluation instruments. Almost without exception, all DOJ courses are rated in the highest possible category. Any noticeable problems have been immediately corrected by DOJ program managers. DOJ, in an effort to maintain quality control, has embarked on an evaluation process of their own with POST cooperation.

ANALYSIS

The original request for \$571,892.00 has been reviewed by staff and several modifications have been made to the proposed schedule of courses by DOJ in agreement with the POST consultant responsible for the coordination of the agreement. This resulted in reduction of request to \$571,842.00. These changes appear to enhance the program and provide California law enforcement with a quality training program for fiscal year 1980/81.

Utilize reverse side if needed



Analysis (continued)

The revised schedule will provide for 169 presentations of 27 certified courses to 3,350 trainees.

The primary changes are in new courses that will be offered and a reduction in the number of presentations of some existing courses. The new courses are: Cargo Theft Investigation, Investigation of Crimes Against the Aged, and Management of Records Function. Cargo Theft Investigation will become part of a series of three courses including Fencing Investigation and Economic Crime Investigation to combat "white collar crime" problems. This series of courses will assist POST in meeting the requirements of Assembly Concurrent Resolution 112 by Assemblyman Alatorre, if passed, whereby White Collar Crime training will be made available to specialists in the investigation of such crimes.

The two remaining new courses have been developed at the request of POST staff and the Association of Records Managers. These additional courses will provide necessary training in two current critical areas; the seriousness and complexity in dealing with the aged crime victims and the types of crimes most commonly committed against the senior citizen. The Management of Records Function is designed to standardize the records maintenance procedures statewide.

The total cost to the Peace Officer Training Fund, if the request is approved, is approximately \$927,514.00.

Refer to attached chart for itemized course data.

STATEMENT OF NEED/JUSTIFICATION

The courses proposed in the Interagency Agreement are highly technical, and generally fall into three major job specific categories--investigation, intelligence, and narcotics. The Law Enforcement Modular Training is designed for skills and knowledge subjects and include the following 8-hour modules:

- Officer Survival (uniform and non-uniform)
- Report Writing
- Laws of Arrest, Search, and Seizure
- Field Evidence Collection and Photography
- Crisis Intervention
- Hostage Negotiations
- Takedowns and Control Holds
- Baton Techniques
- Combat Shooting
- Searching and Handcuffing Techniques
- Livestock Theft Investigation
- Interviewing and Interrogation
- Smuggling Recognition for Patrol

All intelligence/organized crime courses have been reviewed by the Organized Crime Branch Advisory Committee and recommended for continuation.

Statement of Need/Justification (continued)

All courses have been reviewed by POST staff. It is believed that they properly address existing problems for law enforcement agencies. However, it is suggested that during the next fiscal year staff review in depth the DOJ training program to evaluate user need and appropriateness of training as determined by the POST Resources Management System.

ALTERNATIVES

The attached list is designed to provide the Commission with sufficient flexibility so that each course may be considered individually. If the Commission desires to delete courses or to increase or decrease the number of course presentations by course category, the format provided enables staff to quickly adjust the projected cost of DOJ's contract request.

RECOMMENDATION

Authorize the Executive Director to approve an Interagency Agreement with the Department of Justice Training Center not to exceed \$571,842.00 or the amount approved by the Commission after a course-by-course review.

Review the DOJ training program and report staff findings at the April 1981 Commission meeting.

Attachment

# PROPOSED 1980/81 TRAINING PROGRAM

Courses	Hours	No. of Presentations		Total	Established Class Sizes (*6)	Total Classroom Hours	Est. Attend. All Present. (*6)	Average Cost Per Course(*3)	Est. Total Post Reim. (*3&*4)
		Offsite	Training Center						
Air/Marine Narc. Smug.	32 (*8)	2	0	2	20	64	40	\$2,983	\$ 5,966
Analysis Prog. (OC)	20	0	1	1	10	20	10	1,386	1,386
Analyst (CI Data)	76	0	2	2	15	152	30	4,072	8,144
Cargo Theft Invest.	40 (*1)	3	1	4	20	160	80	3,024	12,096
Chief Exec. Course	24	2	0	2	15	48	30	2,417	4,834
Collector (CI Data)	76	3	2	5	18	380	90	6,351	31,755
Commander (CI)	36	0	2	2	20	72	40	2,577	5,154
Crime Analy. (Intro to)	28	6	0	6	15	144	90	2,402	14,412
Economic Crime Invest.	40 (*9)	5	3	8	20	320	160	2,650	21,200
Fencing Investigation	40	4	2	6	20	240	120	3,272	19,632
Gambling Invest. (OC)	40	4	2	6	20	240	120	3,581	21,486
Heroin Influence	20	6	0	6	35 (50,*7)	120	210	2,408	14,448
Homicide Investigation	40 (*8)	2	0	2	20	80	40	4,068	8,136
Inform. Dev. & Maint. (OC)	36	6	2	8	20	288	160	3,150	25,200
Inv. Crimes Against Aged	40 (*1)	3	1	4	20	160	80	3,022	12,088
Link Analy. Techniques	8	12	0	12	15	96	180	720	8,640
Mgt. of Records Function	80 (*1)	2	1	3	20	240	60	5,833	17,499
Modular Training (LE)	32 (*5)	23	0	23	25 (50,*7)	736 (*2)	575	3,754	86,342
Narcotic Commanders	36	0	3	3	15	108	60	2,601	7,803
Narc. Enf. for Peace Off.	20	13	0	13	25 (35,*7)	260	325	2,300	29,900
Narcotic Investigation	80 (*8)	0	10	10	18	800	180	10,695	106,950
Prison Gang Activity	36	5	1	6	20	216	120	2,782	16,692
Protective Services	40	1	1	2	20	80	40	2,524	5,048
Sinsemilla Eradication	80	1	0	1	20	80	20	5,760	5,760
Spec. Surv. Equipment	36	9	9	18	15	648	270	2,018	36,324
Urban Terror. Activity	36	0	2	2	20	72	40	2,972	5,944
Visual Inv. Analysis	8	12	0	12	15	96	180	748	8,976
		124 (73%)	45 (27%)	169		5,920	3,350 (19.8)		\$571,842

\*1 New courses without additional funding.  
 \*2 20% of total hrs. may be given as 8-hr. modules.  
 Following may be single module presentations:

- Officer Survival
- Laws of Arrest, Search and Seizure
- Report Writing
- Livestock Theft Investigation
- Field Evidence Collection

\*3 Includes 15% indirect.  
 \*4 Budgets based on established class size.  
 \*5 Typical Modular program consists of 32 hours of instruction.  
 \*6 20% over enrollment each presentation allowable.

\*7 Maximum enrollment depending on presentation curriculum.  
 \*8 Job Specific  
 \*9 Reduced from 76 hours.

# BUDGET BREAKDOWN IN COMPLIANCE WITH POST REQUIREMENTS

Courses	Instruct.	Coordination Offsite Trng.Cntr.	Clerical	Materials	Travel	Sub-Total	Indirect 15%	Total	
Air/Marine Narc. Smug.	\$ 800	\$ 96	\$288	\$160	\$450	\$ 800	\$2,594	\$389	\$ 2,983
Analysis Prog. (OC)	500	60	180	100	55	310	1,205	181	1,386
Analyst (CI Data)	1,900	28	189	380	250	594	3,541	531	4,072
Cargo Theft Invest.	1,000	120	360	200	200	750	2,630	394	3,024
Chief Exec. Course	750	72	216	120	20	924	2,102	315	2,417
Collector (CI Data)	2,675	228	495	380	232	1,513	5,523	828	6,351
Commander (CI)	1,000	108	243	180	110	600	2,241	336	2,577
Crime Analy. (Intro.to)	900	84	63	140	150	752	2,089	313	2,402
Economic Crime Invest.	1,000	120	360	200	175	450	2,305	345	2,650
Fencing Investigation	1,000	120	360	200	165	1,000	2,845	427	3,272
Gambling Invest. (OC)	1,000	120	315	200	176	860	3,114	467	3,581
Heroin Influence	900	60	144	100	90	800	2,094	314	2,408
Homicide Investigation	1,375	132	360	220	250	1,200	3,537	531	4,068
Inform.Dev. & Maint.(OC)	1,300	108	207	180	198	746	2,739	411	3,150
Inv.Crimes Against Aged	1,000	120	360	200	198	750	2,628	394	3,022
Link Analy. Techniques	200	24	-0-	40	66	296	626	94	720
Mgt. of Records Function	1,900	228	684	450	310	1,500	5,072	761	5,833
Modular Training (LE)	1,600	96	288	160	480	640	3,264	490	3,754
Narcotic Commanders	900	108	324	180	250	500	2,262	339	2,601
Narc.Enf. for Peace Off.	1,000	60	-0-	100	440	400	2,000	300	2,300
Narcotic Investigation	8,000	240	-0-	400	660	-0-	9,300	1,395	10,695
Prison Gang Activity	900	108	288	180	143	800	2,419	363	2,782
Protective Services	1,000	120	360	200	150	-0-	1,830	275	2,105
Sinsemilla Eradication	2,500	240	720	400	150	1,000	5,010	752	5,762
Spec. Surv. Equipment	900	108	36	180	231	300	1,755	263	2,018
Urban Terror. Activity	1,000	120	324	200	440	500	2,584	388	2,972
Visual Inv. Analysis	200	24	-0-	40	110	276	650	98	748

Revised 3-18-0

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Management Course Contracts</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Leck</i>	Researched By <i>Ted Morton</i> <b>Ted Morton</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>4-8-80</b>	Date of Report <b>3/28/80</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

Issues

Management Course contractors have submitted budget requests to present 21 presentations at a total maximum cost of \$170,000.

Background

Staff has met with each coordinator representing the five contract presenters for the Management Course. A need has been identified for 21 contract course presentations during fiscal year 80/81. Exact costs have not yet been finalized since staff is reviewing all cost items and the Commission is being requested at this meeting to modify tuition guidelines.

Analysis

In fiscal year 79/80 seventeen presentations have been approved with Commission approval being requested at this meeting for two additional contract presentations for a total of nineteen. An increase in specialized agency personnel attending the Management Course has taken place during the past year. In addition, POST has approved 21 police departments and two sheriff departments to send sergeants to the Management Course. This approved list of agencies eligible to send sergeants is slowly increasing.

Recommendation

That the Commission grant approval to the Executive Director to enter into contract agreements for 21 presentations of the POST Management Course not to exceed a maximum cost of \$170,000.

## CALIFORNIA SPECIALIZED TRAINING INSTITUTE

CAMP SAN LUIS OBISPO, BLDG. 904

SAN LUIS OBISPO, CA 93406

(805) 544-7101

COMMISSION ON POST  
MAR 12 10 25 AM '80

10 March 1980

Dr. Norman Boehm  
Executive Director, POST  
7100 Bowling Drive  
Suite 250  
Sacramento, CA 95821


Dear Norm,

Thank you for your letter of the 29th of February. I too regret that you were unable to come to CSTI but am hopeful you can visit us in the near future. The proposal I gave you entitled, "Ideas That Must Be In Legislation," contains the pertinent points of our proposal. We are asking that POST fully fund CSTI effective 1 July, 1980, at an annual cost of approximately \$950,000. CSTI will, of course, continue to seek funds from every legal source and any money collected would be used to offset the cost to the Peace officers Training Fund. For example, grants from the Federal Government, tuition charges, etc.

I also have received your memorandum concerning the placing of the CSTI item on the agenda for the April Commission meeting. Thank you for your suggestion that it be placed immediately after lunch in order to facilitate the participation of interested law enforcement personnel in the Commission's actions. I would appreciate knowing as soon as you can tell me, the precise day and time.

I am prepared to provide any additional information you may need and sincerely hope that you will stay in close touch with me through this whole process of insuring CSTI's continuing service to the law enforcement community.

Sincerely,

  
L. O. GUFFRIDA  
Director

LOG: jm

## IDEAS THAT MUST BE IN LEGISLATION

To recognize, establish and designate within the Commission on the Peace Officers Standards and Training (POST) of the State of California Specialized Training Institute (CSTI), now located at Camp San Luis Obispo State of California.

The California Specialized Training Institute is established for the purpose of providing training and information in civil emergency management, officer survival, and other subjects designated by the Commission for appropriate government agencies and selected other students.

The California Specialized Training Institute will cooperate with all agencies of California State and local government, the Federal government and governments of other states to provide the most advanced training and information available in the areas aforementioned.

The California Specialized Training Institute may be the direct recipient of or, on behalf of the Commission on POST, receive any grants, gratuities or funds from any legal source to support the activities thereof.

The California Specialized Training Institute shall be under the immediate control and direction of the Director who shall report directly to the Commission through the Executive Director of POST.

END

# Memorandum

Date : 24 March 1980

To : DR. NORMAN BOEHM  
Executive Director, POST

From : L. O. GIUFFRIDA   
California Specialized Training Institute

Subject:

In the past two months there has been so much discussion and so much apparent confusion concerning the April POST meeting and CSTI that I would like to clarify what it is that we are proposing and the time table as we perceive it.

The final determination as to where CSTI will be permanently fixed in the State structure requires more study and the involvement of many agencies. Therefore, the only thing we are seeking at the meeting on 24 April 1980, is a contract for approximately \$946,000 to fund CSTI for the period from 1 July 1980, until 30 June 1981, in precisely the same way that we have had previous contracts with POST, only the dollar amount being different. Approval of this contract will permit CSTI to continue presenting its courses and will allow sufficient time for CSTI, POST and all other involved agencies to thoroughly and objectively examine the best way to establish permanent funding for CSTI.

cc: Nathaniel Trives, Chairman  
POST Commissioners



## CALIFORNIA SPECIALIZED TRAINING INSTITUTE

CAMP SAN LUIS OBISPO, BLDG. 904  
SAN LUIS OBISPO, CA 93406  
(55) 544-7101



28 March 1980

Dr. Norman Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive  
Suite 250  
Sacramento, CA 95821

Dear Norm:


I have carefully reviewed our conversation of last week, particularly as it concerned the merits/demerits of severing CSTI from its affiliation with the Military Department and moving it to POST. I agree with your suggestion that CSTI can best serve by remaining configured as it has been for the past nine years. I have discussed this decision with numerous law enforcement agency heads and they too believe this to be the best course of action. I am confident that the unique CSTI facilities will continue to be available.

As I indicated in my memo to you dated 24 March 1980 we are seeking only another contract; we are not seeking any legislated, mandated funding from POST.

I will be in Sacramento next week and will try to stop by your office.

I sincerely appreciate the candor of our recent conversation, Norm, because I believe we are both striving toward the same goal of quality training.

Sincerely,

  
L.O. GUFFRIDA  
Director

MAR 31 10 37 AM '80  
COMMISSION ON POST

LOG: pas

Receivable "R"

## Resource Management System Steps

### 1. Needs Assessment Process

Supporting Principle: POST resources should be allocated according to current and emerging prioritized needs.

Implementation Strategy: Improve from a periodic needs assessment questionnaire, random requests from potential presentors and best estimate evaluation to a field-direct on-going system of making resource allocation judgments. In practical terms, this could include symposia, conferences, round tables, surveys, adjustments in the role of the POST field consultants among other reliable assessment techniques.

### 2. Program Conceptualization

Supporting Principles: Needs require accomplishment strategies and structures in order to be met.

Implementation Strategy: Needs are evaluated as to the most effective approach of meeting them. This is a type of program conceptualization to help assure a fresh look at a priority as part of an overall needs response system. Field training needs will result in

curriculum for example, but the focus of that instruction may be targeted on trainers or on officers directly, depending on effectiveness. The need may be for management counseling, or research and evaluation support. The problem may even call for a combination of approaches. This management system step is to make those judgments. Types of instruction including use of technological training techniques, where applicable, are included in program conceptualization.

### 3. Training Delivery Resource System

Supporting Principle: Training resources should be effectively matched to training needs.

Implementation Strategy: Organize or conceptualize training facilities and resources, as a training delivery resource system to draw on and to meet training needs.

California is blessed with many important training and teaching resources including: community colleges, colleges and universities, institutes, private individuals, etc. Increased coordination and some mutual planning is indicated, so these resources will more closely relate to training program needs. This concept

includes development of new curriculum, scheduling of training and evaluation approaches. Requests for proposals may even be in certain types of training situations.

#### 4. Field Training Use Estimates

Supporting Principle: Use of POST resources by the field should be planned.

Implementation Strategy: Request agencies to give POST an estimate of their training plans and other POST service requests for the coming year. Having some estimate of volume and types of training will assist POST in being of service by organizing to meet anticipated usage. POST is also developing vehicles for administrators to use in identifying training needs ahead of time.

#### 5. Financial Allocations

Supporting Principle: POST expenditures and allocations shall be within budgeted, authorized amounts.

Implementation Strategy: Decisions on reimbursement rates must be balanced with course offerings, needs assessments, estimated training volume by category,

special priorities (e.g., training of trainers) and available budgeted monies. Steps can then be taken to assure authorized expenditures are not exceeded, as the State Controller will not pay in excess of budgeted amounts.

## 6. Evaluation

Supporting Principle: Judgments need to be made on training effectiveness.

Implementation Strategy: Intensify and direct evaluation efforts beyond looking primarily at instructor effectiveness toward evaluating whether training is meeting the purposes for which it is presented. Evaluation is POST's "bottom line"--in the sense of finding out the return on the training investment. Evaluation should extend to management counseling and research services as well. Evaluation will become an important factor in the needs assessment process.

This article deals primarily with the need to evolve a more effective management approach within POST to better serve local law enforcement standards and training needs within available resources. It was hypothesized that well trained and highly competent peace officers

and agencies will be better able to serve their communities and be better understood and supported as a pleasant secondary result. Better management by POST will result in more effective training for the money invested.

There are a number of other ways in which POST is of service to local law enforcement which have not been covered here. POST's research capability has already simplified background investigating and medical history procedures through preparation of guidelines. These guidelines are task-related based, reducing potential for successful court challenges. For each department to have undertaken this individually would have been costly and impractical. Other examples, such as culturally unbiased reading and writing tests, which will be available soon, further illustrated how POST can serve by saving local government perhaps millions of dollars in overtime.

As management principles are applied, POST's service to the field will be enhanced. POST views the 1980's as an era of challenge which can best be met by mobilizing the best that management science has to offer, consistent with the practicalities of getting the job done.

## Constitution of the State of California

### ARTICLE XXIV

[Adopted by vote of the people, November 6, 1933. In effect December 29, 1934.  
Amended by vote of the people, November 3, 1970.]

Sec. 1. (a) The civil service includes every officer and employee of the state except as otherwise provided in this Constitution.

(b) In the civil service permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination.

Sec. 2. (a) There is a Personnel Board of 5 members appointed by the Governor and approved by the Senate, a majority of the membership concurring, for 10-year terms and until their successors are appointed and qualified. Appointment to fill a vacancy is for the unexpired portion of the term. A member may be removed by concurrent resolution adopted by each house, two-thirds of the membership of each house concurring.

(b) The board annually shall elect one of its members chairman.

(c) The board shall appoint and prescribe compensation for an executive officer who shall be a member of the civil service but not a member of the board.

Sec. 3. (a) The board shall enforce the civil service statutes and, by majority vote of all its members, shall prescribe probationary periods and classifications, adopt other rules authorized by statute, and review disciplinary actions.

(b) The executive officer shall administer the civil service statutes under rules of the board.

Sec. 4. The following are exempt from civil service:

(a) Officers and employees appointed or employed by the Legislature, either house, or legislative committees.

(b) Officers and employees appointed or employed by councils, commissions or public corporations in the judicial branch or by a court of record or officer thereof.

(c) Officers elected by the people and a deputy and an employee selected by each elected officer.

(d) Members of boards and commissions.

(e) A deputy or employee selected by each board or commission either appointed by the Governor or authorized by statute.

(f) State officers directly appointed by the Governor with or without the consent or confirmation of the Senate and the employees of the Governor's office, and the employees of the Lieutenant Governor's office directly appointed or employed by the Lieutenant Governor.

(g) A deputy or employee selected by each officer, except members of boards and commissions, exempted under Section 4(f).

(h) Officers and employees of the University of California and the California State Colleges.

(i) The teaching staff of schools under the jurisdiction of the Department of Education or the Superintendent of Public Instruction.

(j) Member, inmate, and patient help in state homes, charitable or correctional institutions, and state facilities for mentally ill or retarded persons.

(k) Members of the militia while engaged in military service.

(l) Officers and employees of district agricultural associations employed less than 6 months in a calendar year.

(m) In addition to positions exempted by other provisions of this section, the Attorney General may appoint or employ six deputies or employees, the Public Utilities Commission may appoint or employ one deputy or employee, and the Legislative Council may appoint or employ two deputies or employees.

Sec. 5. A temporary appointment may be made to a position for which there is no employment list. No person may serve in one or more positions under temporary appointment longer than 9 months in 12 consecutive months.

Sec. 6. (a) The Legislature may provide preferences for veterans and their widows.

(b) The board by special rule may permit persons in exempt positions, brought under civil service by constitutional provision, to qualify to continue in their positions.

(c) When the state undertakes work previously performed by a county, city, public district of this state or by a federal department or agency, the board by special rule shall provide for persons who previously performed this work to qualify to continue in their positions in the state civil service subject to such minimum standards as may be established by statute.

## ARTICLE IX

Sec. 21. The State Board of Education, on nomination of the Superintendent of Public Instruction, shall appoint one Deputy Superintendent of Public Instruction and three Associate Superintendents of Public Instruction who shall be exempt from state civil service and whose terms of office shall be four years.

This section shall not be construed as prohibiting the appointment, in accordance with law, of additional Associate Superintendents of Public Instruction subject to state civil service. (Adopted November 5, 1946.) (See Section 19141 of the Government Code.)

## ARTICLE XX

Sec. 22. \* \* \* The director [of the Department of Alcoholic Beverage Control] may appoint three persons who shall be exempt from civil service, in addition to the person he is authorized to appoint by Section 4 of Article XXIV. (Adopted November 6, 1956.) (See Section 19141 of the Government Code.)



STATE OF CALIFORNIA

EDMUND G. BROWN JR., Governor

DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823

EXECUTIVE OFFICE  
(916) 445-4515

ADMINISTRATION  
Certificates  
Reimbursements  
(916) 322-2235

STANDARDS AND TRAINING  
(916) 322-2180

MANAGEMENT COUNSELING  
(916) 445-0345

March 24, 1980

Mr. David S. Leighton  
Chief, Departmental Services  
Bureau  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814

Dear Mr. Leighton:

From discussions you have had with our Executive Director, Mr. Norman C. Boehm, it is our understanding that it is not constitutionally possible to "blanket in" into the State Civil Service, even by legislation, the military positions at the California Specialized Training Institute, Military Department, Camp San Luis Obispo.

Could you confirm our understanding on this point?

Sincerely,

BRADLEY W. KOCH  
Director  
Operations Division

## CALIFORNIA STATE PERSONNEL BOARD

801 CAPITOL MALL • SACRAMENTO 95814



March 27, 1980

Mr. Bradley W. Koch, Director  
Operations Division  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Ste. 250  
Sacramento, CA 95823

Dear Mr. Koch,

This is in confirmation of your letter of March 24, 1980. It is correct that the Constitution does not allow blanketing in of the military positions at the California Specialized Training Institute. This is based on their being military positions exempt under the Constitution, and there is no provision to blanket in exempt positions.

Sincerely,

*David S. Leighton*  
for DAVID S. LEIGHTON, Chief  
Departmental Services Division  
445-8240

COMMISSION ON POST  
APR 1 10 09 AM '80

# TABLE B

COURSE AND PRESENTER	HOURS	YEARLY FEES.	TRAINEES PER YR.	CONT/TUIT		AVG CEI RATING	SIMILARITIES, DIFFERENCES, PROBLEMS, GENERAL EVALUATION
				TRNG HR.	COST PER		
Officer Survival Course CSTI	44	21	1,100	\$8.13	1.14		Both courses generally rated excellent by attendees and by agencies. Number of presentations by SBSD limited by site (Fort Irwin) and instructional staff availability. SBSD Course outstanding in use of up to 60 non-paid volunteers for role playing and evaluation of field exercises. Number of presentations could not be substantially increased.
Officer Survival Course San Bernardino Sheriff's Department	54	3	108	\$6.56	1.15		

I

Officer Survival Course CSTI	8	9	1,080	\$8.13	na		Both courses generally rated excellent by attendees and by agencies. ATC/DOJ course is one distinct module offered alone or in combination with other modules in the "modular training course". If certification and POST-DOJ contract were modified, the ATC/DOJ course could be presented as frequently as demand required. CSTI course is not POST certified and has been presented as a CSTI "overhead" item. DOJ course carries reimbursement.
Officer Survival Module Advanced Training Center DOJ							

II

Civil Emergency Management CSTI	44	5	265	\$8.13	1.08		The Regional Training Center course focuses on only one aspect of disaster or emergency planning based on the PSA incident. May not be recertified. Still in developmental phase.
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III

Disaster Management San Diego Inter- Governmental Training Center	24	2	50	\$6.33	na		
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Appendix E

TABLE E (Cont.)

CONT/TUIT

COURSE AND PRESENTER	HOURS	YEARLY PRES.	TRAINEES PER YR.	COST PER TRNG HR.	AVG CEI RATING	SIMILARITIES, DIFFERENCES, PROBLEMS, GENERAL EVALUATION
Robbery Investigation Seminar CSTI	22	2	80	\$8.13	na	The CSU, San Jose course is targeted at a less experienced investigator and, as such, is a job-specific course. Both courses use several instructors-in-common, robbery specialists from the Bay Area. The CSU, San Jose course draws mostly from Northern California, CSTI from Southern California.
Robbery Investigation CSU, San Jose	20	3	42	\$3.75	na	

IV

Terrorism Management Course CSTI	44	5	255	\$8.13	1.12	Probably not fully comparable. Within the general subject area there has been overlap between the CSTI, the DOJ, and the State Police Protection of Public Officials courses. If certification and POST-DOJ contract were modified the ATC/DOJ course could be presented as frequently as demanded although subject matter and format would continue to be different than current CSTI offerings as to field demonstrations.
Analysis of Urban Terrorist Activity Advanced Training Center, DOJ	40	2	32	\$6.01	2.1	

V

Investigation of Violent Crimes Course CSTI	40	6	216	\$8.13	1.5	There is probably no full comparability between the CSTI course and any one of the 5 courses listed. Each course draws "expert" instructors from major Cal. law enforcement agencies--not infrequently the same individuals. In common, they all cover crime scene exercises, numerous case histories, technical lectures, and legal (courtroom) concerns.
a. Advanced Investigation for Coroner's Cases Modesto RCJTC	80	2	38	na	1.75	
b. Homicide Inst. Rio Hondo	80	2	70	na	1.1	Also in common, they all have problems as to the level of investigational expertise they wish to pitch their course.
c. Homicide Inst. Yuba College	80	1	50	na	1.3	
d. Homicide Invest. CSU San Jose	40	1	30	\$3.10	1.6	The community college offering could probably be increased were demand sufficient. Additionally, ATC/DOJ course offerings could be increased were the POST/DOJ contract to be amended to cover.
e. Homicide Invest. DOJ	44	2	68	\$6.01	1.3	

VI

## TRAINING NEEDS ASSESSMENT

<u>CSTI Course</u>	<u>Training Needs Assessment, 1978</u>
Civil Emergency Management Course	Rank 22/23 - Priority 3
Officer Survival Course Officer Survival Seminar	Rank 3/23 - Priority 1
International Terrorism Seminar Terrorism Management Course	Rank 22/23 - Priority 3
Hazardous Materials Course Hazardous Materials Seminar	Not identified
Juvenile Investigation Course	Rank 14/23 - Priority 2
Robbery Investigation Seminar	Rank 3/23 - Priority 2
Investigation of Violent Crimes	Rank 1 to 6/23 - Priority 1

The above cited training needs assessment rankings were made by POST staff as a result of a survey of California law enforcement agencies only. However, the Disaster Preparedness Committee of the Seismic Safety Commission and the Governor's Office Task Force on Nuclear Emergency Management have identified the need for disaster preparedness training as the extent training institution. Similar identifications for the Hazardous Materials Contingency Planning Course have been made by the Office of Emergency Services, Office of State Fire Marshal, and California Conference of Health Officers.

*Henry F*

## Recent POST Budget History

Below is a table showing expenditure histories by categories of training. It also shows expenditure estimates for F.Y. 1979/80 based on percentage projections of high, average and low curves of past experience in addition to potential increased demand on AO training. Even the low curve estimates a possible \$1.09 million overrun. We hope this will not occur, but the very possibility of such an overrun gives rise to the need for exercising fiscal responsibility.

### CHART

#### Assistance to Cities and Counties Budget

Figures are in millions of dollars

	1977/78	1978/79	1979/80 Estimates		
	<u>Actual</u>	<u>Actual</u>	<u>Low</u>	<u>Average</u>	<u>High</u>
Basic	5.41	4.66	5.87	6.89	8.34
A.O.	2.06	1.63	1.56	1.77	2.10
Supervision	.45	.42	.42	.52	.64
Management	.34	.39	.32	.35	.42
Executive	.03	.05	.01	.02	.08
Job Spec.	1.87	2.15	1.84	2.17	2.43
Technical	1.70	1.69	1.45	1.71	1.91
Contracts	<u>.64</u>	<u>1.29</u>	<u>1.27</u>	<u>1.27</u>	<u>1.27</u>
 TOTAL	 12.50	 12.28	 12.74	 14.70	 17.19
 Budget	 11.15	 11.15	 11.65	 11.65	 11.65
 Surplus or Deficit	 -1.35	 -1.13	 -1.09	 -3.05	 -5.54

The Commission will appreciate that projecting within categories is difficult at best. Also, one category could end up toward the high range, e.g., A.O., another in the low, e.g., Basic Course, another in the average.

*Appendix G*

APPENDIX H



EDMUND G. BROWN, JR.  
Governor

STATE OF CALIFORNIA  
OFFICE OF THE COMMANDING GENERAL  
STATE MILITARY FORCES - MILITARY DEPARTMENT  
2829 Watt Avenue - P.O. Box 214405  
Sacramento, California 95821



AUTOVON 466-6605  
(916) 920-6605

CACG

19 March 1980

Mr. Norman C. Boehm  
Executive Director  
Department of Justice  
Commission on POST  
7100 Bowling Drive  
Sacramento, California 95823

Dear Mr. Boehm:

I greatly appreciated the opportunity to meet with you and enjoyed our interesting discussion concerning CSTI programs and funding proposal.

As I pointed out in our discussion, the increasing need for training sites for use by the California National Guard over the next several years has caused me to re-evaluate all available training facilities under our jurisdiction and control to insure maximization of available space. The loss of Ft Irwin in July 1981 to the Active Army Component and the need to move some staff activities out of our headquarters in Sacramento are the primary causes for this effort. We will be relocating warehousing of the California Military Academy, California Cadet Corps and other staff activities to Camp San Luis Obispo on a phased basis beginning sometime after 1 July 1980.

My plan regarding CSTI is as follows:

1. If funding for CSTI activities from its present sources is terminated, I will phase out all CSTI activities by the end of this calendar year.
2. If the POST Commission assumes management and financial control of CSTI activities, we are prepared at any time to negotiate a lease agreement for required facilities for a period of 18 to 24 months. This should allow sufficient time for proper evaluation by POST and execution of our phased program of staff and training activities to Camp San Luis Obispo.

08. MAR 21 9 46 AM '80  
COMMISSION ON POST

*Approved "H"*



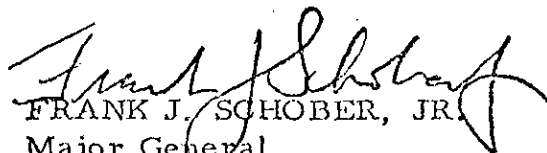
Mr. Norman C. Boehm

19 March 1980

Again, I would be most pleased to appear before your Commission or designated committee to discuss CSTI matters.

Best personal regards.

Sincerely,

  
FRANK J. SCHOBBER, JR.  
Major General  
Commanding

# Memorandum

To : Recipients of CSTI Study

Date : April 15, 1980

From : Norman C. Boehm, Executive Director  
**Commission on Peace Officer Standards and Training**

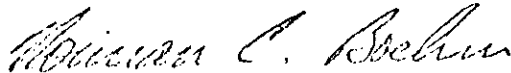
Subject: CLARIFICATION NOTICE - CALIFORNIA SPECIALIZED TRAINING  
INSTITUTE REPORT OF APRIL 7, 1980

Appendix B of the CSTI report includes a sample of a resolution which was proposed to be adopted at the California Chiefs' meeting in San Diego. It was not adopted. It was included in the appendix for the purpose of providing examples of CSTI's requests which have been modified since this resolution was presented to California Chiefs.

## Memorandum

, Commissioners and  
Interested Parties

Date , April 7, 1980



Norman C. Boehm, Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI): ISSUES AND OPTIONS STUDY

At its January 1980 meeting, the POST Commission deferred a decision on a CSTI 1980-81 funding request and asked staff to prepare a study and report back at the Commission's April 24-25, 1980 meeting in Sacramento. In response to POST Bulletin 80-2, "CSTI-Issues and Options", a number of organizations and individuals have expressed interest in the study.

A copy of the study is attached. It addresses seven alternative courses of action the Commission may choose to consider:

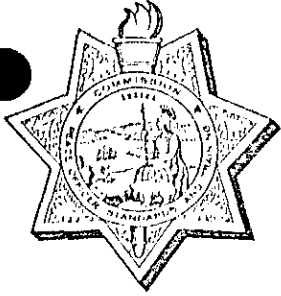
- Alternative No. 1 - Take no action to replace training being presented at CSTI.
- Alternative No. 2 - Disburse specialized training presented at CSTI within the existing training delivery resource system.
- Alternative No. 3 - Utilize POST staff to actively facilitate the organization, development and presentation of courses to assure high-quality specialized training.
- Alternative No. 4 - Contract with one or more providers for presentation of current CSTI courses.
- Alternative No. 5 - Undertake direct provisions of specialized training by POST trainers.
- Alternative No. 6 - Absorb the CSTI into POST by administrative action.
- Alternative No. 7 - Support or initiate legislation to place CSTI within POST.

The study strongly suggests that some alternatives are neither practicable nor desirable. The study indicates that Alternatives 2, 3 and 4, or some combination thereof, might best serve the Commission's purpose. These alternatives will be the thrust of staff's recommendation.

During the preparation of the study, conversations have continued between CSTI and POST staff. Changing circumstances and information developed during the study have led to a number of changes in the CSTI request. We anticipate further changes in the request prior to the Commission meeting. Therefore, the report is without specific staff recommendations at this stage because of the nature of the process. Recommendations will be prepared prior to the Commission meeting.

Should any questions on the study occur, the staff will be pleased to discuss them with interested parties.

Attachment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

April 7, 1980

CALIFORNIA SPECIALIZED TRAINING INSTITUTE REPORT

Introduction

This report is presented in response to the request of the California Commission on Peace Officers Standards and Training (POST). That request was for an analysis of the factors and alternatives to specialized training presented with POST funding. The request by the POST Commission was precipitated by the announcement of cessation of federal funding through the Law Enforcement Assistance Administration (LEAA) to the California Specialized Training Institute (CSTI), located at Camp San Luis Obispo.

The California Specialized Training Institute is one of the resources POST has used to present specialized types of training under a contractual arrangement. There are other sources which have or could be mobilized to present specialized training, and these will be mentioned in the text and appendices of this report.

Scope and Limitations

The Commission's instructions were that the matter be approached from the standpoint of how POST should handle specialized training in the future. While CSTI is mentioned prominently in the report, the purpose of this document is the development and analysis of a variety of options and alternatives to presenting specialized training.

The scope and direction of this report is to provide the POST Commission with sufficient data and alternatives to give policy direction. Additional study, analysis, and review will be necessary prior to implementation of the direction or combination of directions that the Commission may select. Some of these additional study needs are mentioned in the alternatives analysis section of the report.

CSTI: An Appendage of the California National Guard

As noted in the introduction, the California Specialized Training Institute has been one of the purveyors of POST training in specialized training areas. It was created in 1971 by the Reagan administration to respond to campus and other civil disorders by training military and police personnel. CSTI does not have either legislative stature or a charter for doing any training outside the purview of the California National Guard. As an adjunct of the National Guard, it is situated

on National Guard property at Camp San Luis Obispo and uses National Guard buildings, land, supplies, and equipment. Over the years since 1971, CSTI's role has tended away from training National Guard personnel and more toward training peace officers.

### CSTI Funding Background

For its first few years, CSTI was totally funded by the federal government. Beginning in 1975-76, POST provided certain special training at Camp San Luis Obispo through CSTI under a \$34,453 contract with federal funds making up the balance. The contract for Fiscal Year 1979-80 is \$363,443, with approximately \$750,000 provided this year by LEAA. (See Appendix A.)

POST has been verbally advised by the Office of Criminal Justice Planning (OCJP) that LEAA funds for CSTI will not be available after June 30, 1980. Our information is that CSTI was aware of the probability of the cutoff of LEAA funds much earlier, and that funding from other state agencies has been explored over the past few months. For example, as early as October 1979, POST was informed that "sensitive negotiations" about CSTI funding were being explored by it. In January 1980, POST was advised that CSTI would not be located in the Department of Justice. The National Guard budget for Fiscal Year 80-81 shows funding for CSTI from POST and tuitions.

At the January 1980 Meeting, POST Commission had before it on a printed agenda, the request from CSTI for a contract in the amount of \$388,000 to provide certain training for Fiscal Year 1980-81. In addition, it was reported that the Executive Director at the Office of Criminal Justice Planning (OCJP) had asked the POST Executive Director to fund CSTI in the amount of \$550,000 for the first six months of Fiscal Year 1980-81 (July 1, 1980 to December 31, 1980) because of the anticipated loss of LEAA funds for CSTI to allow time to find permanent CSTI funding.

### CSTI's Requests

Other funding possibilities apparently having been eliminated, CSTI's request now is simply that POST provide it with full funding in a direct cost amount of approximately \$1 million for the first fiscal year, with expansion of budget and programs envisioned for future years. In addition to the dollars, CSTI was requesting that the California State Legislature establish CSTI within POST as a discreet entity, operating under the general guidelines of the Commission, but as an independent entity nevertheless. Other requests of CSTI touch on reporting and accountability lines, among other issues. In Appendix B, are copies of materials from CSTI on the nature of their requests, the most recent of which is for the same level of financial support, but under a contract rather than by legislative inclusion.\*

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\* Just prior to the publication of this report, a letter was received from CSTI requesting "approximately \$679,350 in contract funds" for fiscal year 1980/81. Staff has not had an opportunity to review or evaluate this request for inclusion in this report.

There are significant policy, practical, and financial problems and issues inherent with such a set of requests. The issues and policy implications as well as the practicality of these requests will be reviewed and analyzed at appropriate points in this report.

### Methodology

The foregoing commentary represents conditions at the point the design for this report was developed. The methodology of this report is to:

- (1) Set the background of events leading up to the Commission's instructions to prepare a report.
- (2) Identify the key issues which need to be examined.
- (3) Develop a range of alternatives and examine those alternatives in light of the key issues; and
- (4) Present a summary and recommendations for the Commission's consideration.

### Structure for Direction Giving

The six-step POST Resource Management System provides an overall conceptual framework for managing POST resources (See Appendix C). This system was approved by the Commission at its January 1980 meeting, and works well as a decision-making, direction-giving construct for the issues addressed in this report.

- (1) What is the need for "specialized"\* training? (needs assessment)
- (2) What is the most effective and economical way to provide needed training? (program conceptualization)
- (3) What training resources exist or can be mobilized to meet training needs? (training delivery resource system)
- (4) How should attendance profiles be projected against other training opportunities? (planned use of POST resources)
- (5) How much in the way of resources should be allocated to truly specialized training in respect to other training priorities? (financial resource allocations)
- (6) How can quality control be assured irrespective of the training delivery approach that is ultimately chosen? (evaluations)

The practical application of the POST resource management system concept is incorporated throughout this report. It can serve as a framework for the Commission in viewing and reviewing a wide range of alternatives in an organized and systematic fashion.

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\* The question of what constitutes specialized training is an interesting point. Is it exclusive to few trainees, esoteric subject matter requiring special facilities? Or, can most training be considered "specialized" or "special" to those who attend?

## Key Issues

The key issues examined with each of the optional courses of action are: (1) legal considerations, (2) curriculum and program concerns, (3) financial implications, (4) personnel limitations, (5) physical facilities requirements; and (6) policy ramifications.

The basic ideas of these key issues are discussed outlining the considerations which should be given to each. Each of these issues will then be examined in the alternatives section of the report:

### 1. Legal Considerations

There are legal constraints which virtually preclude certain of the alternatives.

The State Constitution (Article XXIV), precludes "blanketing in" of non-civil service CSTI personnel into civil service positions within POST (Appendix D). Other legal requirements or procedures will be noted in the alternatives analysis.

### 2. Curriculum and Program-Concerns

There are many POST-certified courses and many training vendors. Which presenter is certified to present what courses depends upon availability, convenience to the field and other factors. POST currently has a roster of 535 certified courses offered by 117 presentors throughout the state, within the training categories (Basic Courses, Advanced Officer Courses, Supervisory Courses, Management Courses, Executive Courses, Technical and Job Specific Courses, Approved, and Seminars).

The current list of courses certified to CSTI has grown to a total of nine over the past several years. These courses are listed in a table below for ease of reference:

<u>Courses</u>	<u>No. of Hours</u>	<u>Maximum Class Size</u>	<u>No. of Pres. Over the Curr. 9-Mo. Acad. Yr.</u>
Civi Emergency Management	44	55	5
Officer Survival	44	55	21
Hazardous Materials Course	44	55	6
Hazardous Materials Seminar	24	75-100	2
Terrorism and Management Course	44	55	5
International Terrorism Seminar	24	150-200	1
Juvenile Investigation	22	55-100	3
Robbery Investigation Seminar	22	55-100	2
Investigation of Violent Crimes	40	55	6



Many of these courses (Officer Survival, Robbery Investigation, Terrorism, Investigation of Violent Crimes, Juvenile Investigation, Robbery Investigation and Civil Emergency Management) have been offered by training resources other than CSTI to some extent or another over the years (please see Appendix E for a more detailed narrative). In terms of quality, some of the other courses rank just as highly, higher, or nearly as high as courses offered by CSTI by those attending. The fact that other vendors have successfully presented types of courses that are presented at CSTI gives additional credence to the point that actual or potential resources for delivering "specialized" training are at hand in the state and can be mobilized under the POST training delivery resource system concept.

Moreover, some of the training resources used by CSTI are the same that would be available to POST or to other vendors in the state. The curriculum presented at CSTI is interesting and mostly very well presented, but not necessarily unique. Components of the Officer Survival Course can be seen in training of recruits at the FBI Academy and other places at local, state, and federal levels where CSTI's trainers sometimes in turn seek to receive their training. For example, when CSTI was proposing a Bomb Disposal School at Camp San Luis Obispo, it had registered two of its staff members to attend the Red Stone Arsenal for their own training.

Of the courses certified, the four subject areas most closely identified with CSTI at this time are: Terrorism, Officer Survival, Civil Emergency Management, and Hazardous Materials. The latest needs assessment ranks these courses as follows: Terrorism (Priority 3); Officer Survival (Priority 1); Civil Emergency Management (Priority 2); and Hazardous Materials (not listed). (See Appendix F.)

### Financial Implications

POST must provide law enforcement training within the amounts determined by each year's approved budget. In the past two years, budget overruns were narrowly averted by (1) a special budget amendment by the Legislature in one year and (2) a change in the accounting system in the next year. This year, 1979-80, the Commission found it necessary to adopt a 30% PLUS salary reimbursement formula to avoid a probable third successive budget overrun. Though total resources of POST have generally increased each year, the demand for training and the cost of training offered seems to have accelerated even faster.

POST is not the only agency experiencing the stress on existing resources, necessitating hard cost-effective measures to assure that its mission can be continued within the resources available. Appendix G shows an overview of POST's immediate budget history. The result is pressure on the available training dollar which must be used as effectively as possible. For comparative purposes only, the \$1 million requested by CSTI represents approximately 9% of the monies budgeted for "Assistance to Cities and Counties." The total cost for the program including travel, per diem and salary (for Job Specific Courses) represents approximately 14% of the "Assistance" budget.

The possibility of non-POST-funded tuitions has been given a preliminary review. Based on past experience, non-POST-reimbursed attendees at CSTI represent 28% of total training. Whether this would continue if a tuition were charged is uncertain. Depending on future demand for training by those outside POST's purview, tuition could become a significant, but not overwhelming factor. The tuition recovery by POST would apply to several of the alternatives, and is not necessarily CSTI specific.

## Personnel

CSTI's budget shows 26 positions. Of the 26 positions shown in the budget, nine are administrative support positions and are within the State civil service. These are primarily secretaries, custodians, and other support personnel. The remaining 17 positions have "military personnel" status; that is, they are not in the State civil service system (see Appendix D). The staff of the State Personnel Board has stated that it is not legally possible to "blanket in" the military personnel into the POST organization, either by legislation or administratively. Nor would it be possible for them to continue in their military personnel status if their appointing power were other than the State Military Department (State Constitution Article XXIV, Sections 1, 3, and 6(c)). Any policy direction of the Commission which would, in fact, increase POST staff would require persons desiring to fill these positions created to apply through the State's civil service system by means of competitive examinations, interviews, etc. Persons at CSTI would be on a competitive basis with anyone else.

## Physical Facilities

As an agency or arm of the California Military Department, CSTI has been housed at Camp San Luis Obispo and has been assigned 63,354 square feet of building space, and has had relatively free access to firing ranges and other land areas. For the use of the facilities, CSTI pays a pro rata share of utility, fire protection, and operating and maintenance costs of Camp San Luis Obispo amounting to approximately \$31,896 per year. Use of the National Guard facility has been advantageous. However, POST is informed that the National Guard needs space occupied by CSTI to meet its own expanding National Guard training needs and will be phasing its CSTI operations out (see Appendix H, a letter from National Guard Commanding General Frank Schober).

The National Guard will close its CSTI activity on July 1, 1980 unless POST has a controlled contractual training program to present there. In this case, an 18-24 month phase-out period could be arranged between POST and the National Guard. (There is some possibility that under the proper, controlled conditions, the National Guard may permit a training use at Camp San Luis Obispo beyond the two-year limit. For all practical purposes, however, the Camp San Luis Obispo facility presently used should not be counted on as an on-going training site by POST in view of the National Guard's needs. Any consideration of direct training by POST at a facility would require a study on facilities needs and acquisition. While such an analysis of future physical facilities needs is beyond the scope of this report, such a study would have to be prepared at the direction the Commission. Considerations in such a future physical facilities alternatives report would include:

1. Lease or rent the facilities that are needed.
2. Take over an existing but unused property, such as a closed school, and alter it to meet POST's needs.
3. Discover what land might be available to be assigned to POST by the State and then build a facility or facilities on it.
4. Share training and facilities with other agencies, such as the Department of Justice or the California Highway Patrol.

Attendant to acquiring or constructing facilities are the questions of:

- a. Location--Would it be most advantageous to have a single facility either north, central, or southern California, or two or three facilities strategically located in the midst of the major training populations.
- b. Upkeep costs
- c. Staffing costs

In any event, if the National Guard is firm in its need for training facilities at Camp San Luis Obispo, CSTI will not be continued under the National Guard at Camp San Luis Obsipo and will therefore not be available to POST as a potential training vendor at its present location.

Staff has also investigated the possibility of joint use of the California Highway Patrol (CHP) Academy. Though the CHP will make training facilities available on an ad hoc basis, scheduling for a long-term commitment was viewed as impractical. Likewise, the use of the Department of Justice (DOJ) Advanced Training Center (ATC) is not a practical permanent solution.

#### Policy Implications

The most important question of policy is "To what extent should POST staff become involved in direct training?" It should be clearly understood that the proposal suggested by CSTI is that POST become directly involved in training. Not only in some specialized courses, but also in some volume courses (Officer Survival). Once POST assumes a direct training role, practicality suggests that additional courses will be added over a period of time. In the past, POST has been the developer, certifier, and evaluator of training. While these roles should be enhanced and improved in the future regardless of the outcome of the decision at hand, the question of POST direct training is an important policy issue.

Unless the Commission is quite comfortable with the notion of moving into staff-direct training by POST, it should not feel pressed to make the decision because of current circumstances only.

## THE ALTERNATIVES

Seven alternatives to handling the training delivery vacuum created by the withdrawal of LEAA funding for CSTI are discussed below. The narrative and analysis are directed at the policy direction-giving level for the Commission. Subsequent further study, fact gathering, analysis, and implementation steps may be necessary to build the transitional structures to support the direction the Commission may decide to give. Following the narrative is a summary matrix highlighting the main ideas of each of the alternatives for ease of reference.

### Alternative One

Take no action to replace training being presented at CSTI.

- A. Legal Considerations--There appear to be no legal constraints in adopting this alternative that would directly affect POST.
- B. Curriculum and Programs--This alternative would eliminate some popular and important training.
- C. Financial--Approximately \$1 million dollars or more would become available for increasing the reimbursement rate or be devoted to other types of training.
- D. Personnel--There would be no impact on POST personnel configurations as a result of choosing this alternative.
- E. Physical Facilities--There would be no immediate need for POST-owned or controlled facilities under this alternative.
- F. Policy--This alternative reflects a strong policy statement that any one particular vendor is not POST's concern. Unfortunately, it also has a policy implication that training is or could be a function of a given vendor, which is not correct. The policy ignores the fact that they are alternatives to this type of training which is not vendor-specific.
- G. Analytical Summary--This does not appear to be a wise decision from the policy standpoint, as it ignores the need for the type of training that has been going on and ignores the fact that such training can be presented in other ways.

## Alternative Two

Disburse specialized training presented at CSTI among the existing training delivery resource system.

- A. Legal--There are no direct legal problems for POST.
- B. Curriculum and Program--Training could be certified to other qualified vendors in the POST training delivery system.
- C. Financial--Less cost than envisioned at a CSTI type of training format. The amount of the cost will depend on how the training is disbursed. That type of training that can be disbursed to community colleges for example would be much less expensive.
- D. Personnel--No additional POST personnel will be needed.
- E. Physical Facilities--There will be no direct physical facilities responsibility by POST. Needed physical facilities will be the responsibilities of the training vendors.
- F. Policy--This alternative assumes that the training resources in the State, comprising a POST training delivery resource system are sufficient to carry on the training and that are malleable and adaptable to new kinds of training of a high quality level.
- G. Analytical Summary--Certain courses provided at CSTI would well fit into this disbursement alternative. Courses in Juvenile Investigation, Robbery Investigation, and Investigation of Violent Crimes would seem to fit well within the existing system. Potential handling of other courses (Civil Emergency Management, Officer Survival, Hazardous Materials, and Terrorism) that will be specifically mentioned in other alternatives.

### Alternative Three

#### Staff as Facilitator

This concept envisions POST staff taking on a more active role in organizing, developing, and planning courses to be held and following up to assure high quality of training.

- A. Legal Implications--The need to be in concurrence of the Department of Finance, the Legislature, and the Governor (as part of the budget) if additional staff personnel are needed. From the standpoint of existing staff simply assuming this role, there are no legal constraints.
- B. Curriculum and Programs--This alternative envisions staff in a facilitating role to assure pertinence and quality control in such courses as Officer Survival, Terrorism, Civil Emergency Management and Hazardous Materials. This would apply to increased executive training and development as well. Staff would not be instructors, but rather have responsibility of lining up, organizing, coordinating, and seeing that training goes on in a quality manner. There would be additional curriculum development role in these certain specialized areas.
- C. Financial--The financial implication of staff acting as facilitator to certain types of training would be from \$0 dollars to approximately \$120,000 dollars per year.
- D. Personnel--There are two basic personnel options. The first is to redirect certain members of existing staff to take on a quality controlled, curriculum development role for specialized types of courses with the idea of enhancing POST's main product without being the actual deliverer of that product. The other alternative is to increase POST staff by up to four persons and create a four-person quality control curriculum development team. Such a team would allow POST to continue its regular services to the field and to emphasize greater quality by working with the presenters of training. Two of the positions would be professional and two support services.
- E. Physical Facilities--No additional physical facilities would be required by POST.
- F. Policy--This alternative is consistent with the mission of POST to provide quality training using the POST Resource Management System and the Training Delivery Resource System. It would provide a mechanism for meeting new training needs as they emerge as well as handling training in question with a degree of quality and facility.
- G. Analytical Summary--This alternative has the advantages of focusing responsibility for quality training more directly on POST without involving POST as a presenter. Staff would act more in a role of program coordinator, locator of resources and anticipator of training needs. It is consistent with the POST Resource Management System. This alternative should be used in concert with alternatives two and four.

## Alternative Four

Contract with Providers--Under this alternative certain types of training presently presented at CSTI would be contracted for by one or more providers.

- A. Legal--Contracts would be subject to review prior to being renewed each year following evaluation and recommendation to the Commission.
- B. Curriculum and Programs--POST can organize the training programs as needed. Requests for Proposals (RFP's) could be used.
- C. Financial--The exact financial impact would become known after the "proposals" are received. The Commission might consider setting limits in terms of persons to be trained or a cap in dollars for any given year.
- D. Personnel--There would be no impact on personnel by POST, however, the competitive contracting nature of this alternative would motivate potential vendors to arrive at an optimum balance in providing a quality program with a most effective number of staff.
- E. Physical Facilities--There would be no physical facilities responsibility on the part of POST unless so spelled out in the proposals. A description of the physical facilities to be used would be included in the request for proposals and would be analyzed as part of the selection process. The exception would be POST's use of Camp San Luis Obispo under a phaseout agreement with the National Guard.
- F. Policy--POST retains its traditional role.
- G. Analytical Summary--This alternative has the advantage of putting POST in control of its options. POST sets the limitations of the contract, evaluates the RFP's, and makes an award. These awards would be reviewed annually and there would be a built in factor for quality control. The training delivery system concept would be invoked. POST would not be in the business of direct delivery of training itself.

## Alternative Five

POST as direct trainer. This alternative envisions POST increasing staff and hiring a POST "faculty" to present at least "specialized" kinds of training.

- A. Legal--While there is nothing illegal in POST providing direct training, budgetary concurrence by Finance, the Legislature and the Governor would be necessary.
- B. Curriculum and Programs--If chosen, this alternative should be confined to Officer Survival, Terrorism, Civil Emergency Management, and Hazardous Materials Management as well as as a new level of Executive Development and Training Courses.
- C. Financial Implications--There would be substantial costs for personnel and facilities. The amount depends on the number of personnel and the quantity and quality of locations of facilities.
- D. Personnel--If twelve new positions were authorized; (three support and nine professional) costs would be \$388,458. If 20 new positions were authorized; (six staff support 14 professional) the cost would be \$626,128 (allow \$16,395 dollars salary and benefits for support personnel, and allow \$37,697 dollars including salary and benefits for professional personnel). Tuitions from non-POST attendees would offset some costs.
- E. Physical Facilities--After 18 months to two years at Camp San Luis Obispo staff would have to be ready to move into new facilities to continue training.
- F. Policy--This represents a major shift from POST policy of coordinating, organizing, and developing training to being a direct presenter of training. For certain types of training, (some suggested above), the Commission may find such a change appropriate for further study and action.
- G. Analytical Summary--If this alternative is chosen staff should be directed to draft a budget ammendment and prepare justifications to begin the steps outlined under legal analysis. Also, to begin the processes of describing positions and setting the wheels of hiring in motion. Concomitantly, work would have to be devoted to doing an analysis of physical facilities needs. Further, an analysis of the POST organization should be undertaken to see how adirect training staff would fit into the current organization. The notion of POST-direct training need not become a closed issue even if the Commission chooses one or more of the other alternatives.

However, the Commission need not feel pressed into moving precipitously into an area that may require more thought, effort and energy before a decision could be made. If however, the decision is to proceed work will begin immediately. The time requirements and complexity of the steps necessary to achieve this option should be known and is not likely that they would be completed prior to July 1.



## Alternative Six--CSTI in POST Administratively

This option is to take CSTI into the POST organization but administratively rather than Legislatively.

- A. Legal--The constitutional problems of making wholesale transfer from the military to POST discussed under the legal analysis above would apply here. Under the present reading of the State Constitution it would not be legal to do a wholesale transfer of CSTI personnel within the POST organization.
- B. Curriculum and Programs--This alternative assumes the curriculum and programs presented at CSTI continue as at present.
- C. Financial--Costs would initially be \$1 million dollars, plus approximately \$500,000 for travel and per diem expenses.
- D. Personnel--Twenty-six positions are indicated in CSTI's budget. There may be problems in legality of moving them to POST. There would be problems in salary differentials.
- E. Physical Facilities--The National Guard has stated that Camp San Luis Obispo would not be available after 18 to 24 months.
- F. Policy--This alternative runs counter to the proposition that POST supports training programs, not individual presenters. The problem of finding permanent facilities remains. The fact is that the processes would include Department of Finance, Personnel Board, the Legislature, and ultimately the Governor's Office from at least a budgeting standpoint.
- G. Analytical Summary. This alternative is fraught with policy, procedural and organizational problems.

## Alternative Seven--CSTI in POST Legislatively

This is the alternative originally pressed for by CSTI. It is to bring CSTI into POST for funding purposes.

- A. Legal--There are constitutional problems with this alternative as with others in bringing those members on the CSTI staff into POST under this alternative.
- B. Curriculum and Programs--The curriculum and program would ostensibly remain the same as at present.
- C. Financial--Initial financial impact would be \$1 million dollars for contract services plus approximately \$500,000 for associated reimbursement travel and per diem costs. Moreover, there would be costs attendant to acquisition and maintenance of physical facilities in unknown amounts. Tuition from non-POST funded users would offset direct costs to an undetermined degree.
- D. Personnel--The inclusion of CSTI in POST Legislatively may involve up to 26 positions to be added to POST's Administrative costs. The problems in bringing the additional people on board in a blanket-in situation has already been addressed.
- E. Physical Facilities--Use of Camp San Luis Obispo could be anticipated for only an 18- to 24-month period after which POST would have to acquire facilities.
- F. Policy--There is a potential precedent in a policy which would encourage the Commission to support any vendor being placed into the POST organization by legislation. If one vendor comes in with tacit Commission support or acquiescence, it is possible that others would seek the same precedent-setting alternative.
- G. Analytical Summary--If the Commission is seriously interested in this alternative we would recommend the strongest of organizational control. The director of CSTI would report directly to the Executive Director, not to the Commission. There would need to be an organizational study to determine which of the positions of CSTI might represent duplications or overlaps of the services that POST now provides. There would need to be a complete management study and a resulting charter statement for CSTI which would ensure the Commission of structural integrity, policy control and operational control.

# FACTORS IMPACT

Alternatives	Legal	Curriculum/Programs	Financial	Personnel	Physical Facilities	Policy	Analytical Summary
1. Take no action	None directly	Popular and important training eliminated	Reimbursement windfall	No impact on POST	No needs for POST	Ignores training needs	Not realistic
2. Disperse training	None directly	Most capable vendors do training	Less cost	None for POST	None for POST	Alternative resources available	Good alternative
3. Staff as facilitator	None--Except for budget process	Quality control spec. courses and Executive Development	None to \$120,000 per year	None to four new positions	None for POST	Consistent with mission	Very good anticipatory factor. Used in combination with other alternatives.
4. Contract with providers	One year contracts	Officer Survival Hazardous Materials Civil Emergency Terrorism	Competitive quality a factor	None to POST	Limited to None	POST controls training through contract	Good choice. More than one vendor possible
5. Staff Direct Training	State Budgetary Process	At Commissioners Direction--Ltd. to Spec. courses Executive Development	Depends on how many positions, type of facilities	Up to 26-- Depends on curriculum load--No guarantee for CSTI people	Needed	New role for POST	Analysis of organization needed. Perhaps a future option.
6. CSTI in POST administratively	Heavy procedural road blocks. Constitutionality questioned	As at CSTI currently	Approximately \$1,000,000 direct cost \$500,000 plus indirect costs plus facility costs	26 positions	Needed	Precedent setting	Other alternatives can provide training
7. CSTI in POST Legislatively	Constitutionality questioned	As at CSTI currently	Approximately \$1,000,000 direct costs \$500,000 indirect costs plus facility costs	26 positions	Needed	Precedent setting	Other alternatives can provide training

# CSTI FUNDING HISTORY

<u>Fiscal Year</u>	<u>Federal Sources</u>	<u>POST Contract</u>	<u>POST Reimbursement</u>	<u>Total to POTF</u>
71-72 (1 course)	\$426,000			
72-73 (1 course)	442,000			
73-74 (2 courses)	626,000			
74-75 (2 courses)	950,000			
75-76 (3 courses)	958,000	\$ 34,453		
76-77 (5 courses)	549,649	315,000	\$250,360	\$565,360
77-78 (6 courses)	672,221	197,792	332,511	530,303
78-79 (9 courses)	666,666	356,447	362,459	718,906
79-80 (9 courses)	718,811	363,443		

## IDEAS THAT MUST BE IN LEGISLATION

To recognize, establish and designate within the Commission on the Peace Officers Standards and Training (POST) of the State of California Specialized Training Institute (CSTI), now located at Camp San Luis Obispo State of California.

The California Specialized Training Institute is established for the purpose of providing training and information in civil emergency management, officer survival, and other subjects designated by the Commission for appropriate government agencies and selected other students.

The California Specialized Training Institute will cooperate with all agencies of California State and local government, the Federal government and governments of other states to provide the most advanced training and information available in the areas aforementioned.

The California Specialized Training Institute may be the direct recipient of or, on behalf of the Commission on POST, receive any grants, gratuities or funds from any legal source to support the activities thereof.

The California Specialized Training Institute shall be under the immediate control and direction of the Director who shall report directly to the Commission through the Executive Director of POST.

END

## CALIFORNIA SPECIALIZED TRAINING INSTITUTE

CAMP SAN LUIS OBISPO, BLDG. 904  
SAN LUIS OBISPO, CA 93406  
(805) 544-7101



COMMISSION ON POST  
MAR 12 10 25 AM '80

10 March 1980

Dr. Norman Boehm  
Executive Director, POST  
7100 Bowling Drive  
Suite 250  
Sacramento, CA 95821


Dear Norm,

Thank you for your letter of the 29th of February. I too regret that you were unable to come to CSTI but am hopeful you can visit us in the near future. The proposal I gave you entitled, "Ideas That Must Be In Legislation," contains the pertinent points of our proposal. We are asking that POST fully fund CSTI effective 1 July, 1980, at an annual cost of approximately \$950,000. CSTI will, of course, continue to seek funds from every legal source and any money collected would be used to offset the cost to the Peace officers Training Fund. For example, grants from the Federal Government, tuition charges, etc.

I also have received your memorandum concerning the placing of the CSTI item on the agenda for the April Commission meeting. Thank you for your suggestion that it be placed immediately after lunch in order to facilitate the participation of interested law enforcement personnel in the Commission's actions. I would appreciate knowing as soon as you can tell me, the precise day and time.

I am prepared to provide any additional information you may need and sincerely hope that you will stay in close touch with me through this whole process of insuring CSTI's continuing service to the law enforcement community.

Sincerely,

  
L. O. GIUFFRIDA  
Director

LOG:jm

# Memorandum

Date : 24 March 1980.

To : DR. NORMAN BOEHM  
Executive Director, POST

From : L. O. GIUFFRIDA   
California Specialized Training Institute

Subject:

In the past two months there has been so much discussion and so much apparent confusion concerning the April POST meeting and CSTI that I would like to clarify what it is that we are proposing and the time table as we perceive it.

The final determination as to where CSTI will be permanently fixed in the State structure requires more study and the involvement of many agencies. Therefore, the only thing we are seeking at the meeting on 24 April 1980, is a contract for approximately \$946,000 to fund CSTI for the period from 1 July 1980, until 30 June 1981, in precisely the same way that we have had previous contracts with POST, only the dollar amount being different. Approval of this contract will permit CSTI to continue presenting its courses and will allow sufficient time for CSTI, POST and all other involved agencies to thoroughly and objectively examine the best way to establish permanent funding for CSTI.

cc: Nathaniel Trives, Chairman  
POST Commissioners

## CALIFORNIA SPECIALIZED TRAINING INSTITUTE

CAMP SAN LUIS OBISPO, BLDG. 904

SAN LUIS OBISPO, CA 93406

(5) 544-7101



28 March 1980

Dr. Norman Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive  
Suite 250  
Sacramento, CA 95821

Dear Norm:


I have carefully reviewed our conversation of last week, particularly as it concerned the merits/demerits of severing CSTI from its affiliation with the Military Department and moving it to POST. I agree with your suggestion that CSTI can best serve by remaining configured as it has been for the past nine years. I have discussed this decision with numerous law enforcement agency heads and they too believe this to be the best course of action. I am confident that the unique CSTI facilities will continue to be available.

As I indicated in my memo to you dated 24 March 1980 we are seeking only another contract; we are not seeking any legislated, mandated funding from POST.

I will be in Sacramento next week and will try to stop by your office.

I sincerely appreciate the candor of our recent conversation, Norm, because I believe we are both striving toward the same goal of quality training.

Sincerely,

  
L.O. GUFFRIDA  
Director

00. HV 40 01 10 MAR 31  
COMMISSION ON POST

LOG: pas

Appendix "B"



Whereas, the Commission on POST has found the CSTI courses to be among the most highly regarded and sought-after of all the courses certified by POST; and

Whereas, there is a long waiting list for attendance at CSTI; and

Whereas, the CSTI faculty includes experts in all disciplines; and

Whereas, no other state has an activity comparable to CSTI and other states have sent representatives to California to study the CSTI model; and

Whereas, the CSTI utilizing its unique "Team Teaching" techniques has achieved an enviable international reputation as a training center; and

Whereas, the California Police Chiefs Association Executive Committee realizes the urgent necessity for effective training; and

Whereas, the California Police Chiefs Association Executive Committee considers the California Specialized Training Institute a unique and singularly successful training asset for the State of California; and

Whereas, the California Police Chiefs Association Executive Committee endorses the continuation and expansion of the California Specialized Training Institute so that it can realize its full potential for serving the citizens of California.

BE IT RESOLVED, THEREFORE, THAT THE CALIFORNIA POLICE CHIEFS ASSOCIATION EXECUTIVE COMMITTEE ENDORSES THE LEGISLATIVE ESTABLISHMENT OF THE CALIFORNIA SPECIALIZED TRAINING INSTITUTE AS A SPECIAL ACTIVITY OF THE COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING (POST); FULLY FUNDED BY POST; REPORTING DIRECTLY TO THE COMMISSION THROUGH THE EXECUTIVE DIRECTOR OF POST; TO PREPARE AND PRESENT IN ITS HIGHLY SUCCESSFUL MANNER SUCH PROGRAMS OF INSTRUCTION AS MAY BE DIRECTED BY THE COMMISSION ON POST.

CC: 18104 K  
Jerry T

RESOLUTION SUPPORTING THE PERMANENT FUNDING  
CONTINUATION AND EXPANSION OF  
THE CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI)  
AT SAN LUIS OBISPO

APPROVED BY THE CALIFORNIA POLICE CHIEFS ASSOCIATION EXECUTIVE COMMITTEE  
ON 1990.

Whereas, every society, if it is to survive and prosper must plan its  
response to a civil emergency; and

Whereas, it makes little difference whether it is a natural emergency  
such as an earthquake, flood or wildfire, or a man-made emergency such as  
a massive violent confrontation - in each instance the survival and recovery  
of the community will depend upon the successful qualitative management of  
people and resources from many agencies during a high-stress period; and

Whereas, peace officers charged with enforcing the law must be properly  
trained in survival techniques; and

Whereas, the problem of terrorism will continue to disrupt the normal  
processes of society; and

Whereas, bomb threats, hazardous materials and numerous other  
challenges face California in increasing numbers; and

Whereas, the California Specialized Training Institute was created  
specifically to provide training of this type; and

Whereas, the California Specialized Training Institute, now completing  
its ninth year, has graduated more than 18,000 people from law enforcement,  
corrections, the courts, college and school administrators, legislators, etc.  
from its courses; and

APPENDIX "B"

(OVER)

## Resource Management System Steps

### 1. Needs Assessment Process

Supporting Principle: POST resources should be allocated according to current and emerging prioritized needs.

Implementation Strategy: Improve from a periodic needs assessment questionnaire, random requests from potential presentors and best estimate evaluation to a field-direct on-going system of making resource allocation judgments. In practical terms, this could include symposia, conferences, round tables, surveys, adjustments in the role of the POST field consultants among other reliable assessment techniques.

### 2. Program Conceptualization

Supporting Principles: Needs require accomplishment strategies and structures in order to be met.

Implementation Strategy: Needs are evaluated as to the most effective approach of meeting them. This is a type of program conceptualization to help assure a fresh look at a priority as part of an overall needs response system. Field training needs will result in

Appendix "C"

curriculum for example, but the focus of that instruction may be targeted on trainers or on officers directly, depending on effectiveness. The need may be for management counseling, or research and evaluation support. The problem may even call for a combination of approaches. This management system step is to make those judgments. Types of instruction including use of technological training techniques, where applicable, are included in program conceptualization.

### 3. Training Delivery Resource System

Supporting Principle: Training resources should be effectively matched to training needs.

Implementation Strategy: Organize or conceptualize training facilities and resources, as a training delivery resource system to draw on and to meet training needs.

California is blessed with many important training and teaching resources including: community colleges, colleges and universities, institutes, private individuals, etc. Increased coordination and some mutual planning is indicated, so these resources will more closely relate to training program needs. This concept

includes development of new curriculum, scheduling of training and evaluation approaches. Requests for proposals may even be in certain types of training situations.

#### 4. Field Training Use Estimates

Supporting Principle: Use of POST resources by the field should be planned.

Implementation Strategy: Request agencies to give POST an estimate of their training plans and other POST service requests for the coming year. Having some estimate of volume and types of training will assist POST in being of service by organizing to meet anticipated usage. POST is also developing vehicles for administrators to use in identifying training needs ahead of time.

#### 5. Financial Allocations

Supporting Principle: POST expenditures and allocations shall be within budgeted, authorized amounts.

Implementation Strategy: Decisions on reimbursement rates must be balanced with course offerings, needs assessments, estimated training volume by category,

special priorities (e.g., training of trainers) and available budgeted monies. Steps can then be taken to assure authorized expenditures are not exceeded, as the State Controller will not pay in excess of budgeted amounts.

## 6. Evaluation

Supporting Principle: Judgments need to be made on training effectiveness.

Implementation Strategy: Intensify and direct evaluation efforts beyond looking primarily at instructor effectiveness toward evaluating whether training is meeting the purposes for which it is presented. Evaluation is POST's "bottom line"--in the sense of finding out the return on the training investment. Evaluation should extend to management counseling and research services as well. Evaluation will become an important factor in the needs assessment process.

This article deals primarily with the need to evolve a more effective management approach within POST to better serve local law enforcement standards and training needs within available resources. It was hypothesized that well trained and highly competent peace officers

and agencies will be better able to serve their communities and be better understood and supported as a pleasant secondary result. Better management by POST will result in more effective training for the money invested.

There are a number of other ways in which POST is of service to local law enforcement which have not been covered here. POST's research capability has already simplified background investigating and medical history procedures through preparation of guidelines. These guidelines are task-related based, reducing potential for successful court challenges. For each department to have undertaken this individually would have been costly and impractical. Other examples, such as culturally unbiased reading and writing tests, which will be available soon, further illustrated how POST can serve by saving local government perhaps millions of dollars in overtime.

As management principles are applied, POST's service to the field will be enhanced. POST views the 1980's as an era of challenge which can best be met by mobilizing the best that management science has to offer, consistent with the practicalities of getting the job done.

## Constitution of the State of California

### ARTICLE XXIV

[Adopted by vote of the people, November 6, 1931. In effect December 20, 1931.  
Amended by vote of the people, November 3, 1970.]

Sec. 1. (a) The civil service includes every officer and employee of the state except as otherwise provided in this Constitution.

(b) In the civil service permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination.

Sec. 2. (a) There is a Personnel Board of 5 members appointed by the Governor and approved by the Senate, a majority of the membership concurring, for 10-year terms and until their successors are appointed and qualified. Appointment to fill a vacancy is for the unexpired portion of the term. A member may be removed by concurrent resolution adopted by each house, two-thirds of the membership of each house concurring.

(b) The board annually shall elect one of its members chairman.

(c) The board shall appoint and prescribe compensation for an executive officer, who shall be a member of the civil service but not a member of the board.

Sec. 3. (a) The board shall enforce the civil service statutes and, by majority vote of all its members, shall prescribe probationary periods and classifications, adopt other rules authorized by statute, and review disciplinary actions.

(b) The executive officer shall administer the civil service statutes under rules of the board.

Sec. 4. The following are exempt from civil service:

(a) Officers and employees appointed or employed by the Legislature, either house, or legislative committees.

(b) Officers and employees appointed or employed by councils, commissions or public corporations in the judicial branch or by a court of record or officer thereof.

(c) Officers elected by the people and a deputy and an employee selected by each elected officer.

(d) Members of boards and commissions.

(e) A deputy or employee selected by each board or commission either appointed by the Governor or authorized by statute.

(f) State officers directly appointed by the Governor with or without the consent or confirmation of the Senate and the employees of the Governor's office, and the employees of the Lieutenant Governor's office directly appointed or employed by the Lieutenant Governor.

(g) A deputy or employee selected by each officer, except members of boards and commissions, exempted under Section 4(f).

(h) Officers and employees of the University of California and the California State Colleges.



(i) The teaching staff of schools under the jurisdiction of the Department of Education or the Superintendent of Public Instruction.

(j) Member, inmate, and patient help in state houses, charitable or correctional institutions, and state facilities for mentally ill or retarded persons.

(k) Members of the militia while engaged in military service.

(l) Officers and employees of district agricultural associations employed less than 6 months in a calendar year.

(m) In addition to positions exempted by other provisions of this section, the Attorney General may appoint or employ six deputies or employees, the Public Utilities Commission may appoint or employ one deputy or employee, and the Legislative Council may appoint or employ two deputies or employees.

Sec. 5. A temporary appointment may be made to a position for which there is no employment list. No person may serve in one or more positions under temporary appointment longer than 9 months in 12 consecutive months.

Sec. 6. (a) The Legislature may provide preferences for veterans and their widows.

(b) The board by special rule may permit persons in exempt positions, brought under civil service by constitutional provision, to qualify to continue in their positions.

(c) When the state undertakes work previously performed by a county, city, public district of this state or by a federal department or agency, the board by special rule shall provide for persons who previously performed this work to qualify to continue in their positions in the state civil service subject to such minimum standards as may be established by statute.

## ARTICLE IX

Sec. 21. The State Board of Education, on nomination of the Superintendent of Public Instruction, shall appoint one Deputy Superintendent of Public Instruction and three Associate Superintendents of Public Instruction who shall be exempt from state civil service and whose terms of office shall be four years.

This section shall not be construed as prohibiting the appointment, in accordance with law, of additional Associate Superintendents of Public Instruction subject to state civil service. (Adopted November 5, 1946.) (See Section 19441 of the Government Code.)

## ARTICLE XX

Sec. 22. \* \* \* The director [of the Department of Alcoholic Beverage Control] may appoint three persons who shall be exempt from civil service, in addition to the person he is authorized to appoint by Section 4 of Article XXIV. (Adopted November 6, 1956.) (See Section 19441 of the Government Code.)

\* \* \* \* \*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823

EXECUTIVE OFFICE  
(916) 445-4515

ADMINISTRATION  
Certificates  
Reimbursements  
(916) 322-2235

STANDARDS AND TRAINING  
(916) 322-2180

MANAGEMENT COUNSELING  
(916) 445-0345

March 24, 1980

Mr. David S. Leighton  
Chief, Departmental Services  
Bureau  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814

Dear Mr. Leighton:

From discussions you have had with our Executive Director, Mr. Norman C. Boehm, it is our understanding that it is not constitutionally possible to "blanket in" into the State Civil Service, even by legislation, the military positions at the California Specialized Training Institute, Military Department, Camp San Luis Obispo.

Could you confirm our understanding on this point?

Sincerely,

BRADLEY W. KOCH  
Director  
Operations Division

## CALIFORNIA STATE PERSONNEL BOARD

801 CAPITOL MALL • SACRAMENTO 95814



March 27, 1980

Mr. Bradley W. Koch, Director  
Operations Division  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Ste. 250  
Sacramento, CA 95823

Dear Mr. Koch,

This is in confirmation of your letter of March 24, 1980. It is correct that the Constitution does not allow blanketing in of the military positions at the California Specialized Training Institute. This is based on their being military positions exempt under the Constitution, and there is no provision to blanket in exempt positions.

Sincerely,

*David S. Leighton*  
DAVID S. LEIGHTON, Chief  
Departmental Services Division  
445-8240

COMMISSION ON POST  
APR 1 10 09 AM '80

# TABLE B

COURSE AND PRESENTER	HOURS	YEARLY PRES.	TRAINEES PER YR.	CONT/TUIT		AVG CEI RATING	SIMILARITIES, DIFFERENCES, PROBLEMS, GENERAL EVALUATION
				COST	PER TRNG HR.		
Officer Survival Course CSTI	44	21	1,100	\$8.13	1.14	1.14	Both courses generally rated excellent by attendees and by agencies. Number of presentations by SBSB limited by site (Fort Irwin) and instructional staff availability.
Officer Survival Course San Bernardino Sheriff's Department	54	3	108	\$6.56	1.15	1.15	SBSB Course outstanding in use of up to 60 non-paid volunteers for role playing and evaluation of field exercises. Number of presentations could not be substantially increased.

I

Officer Survival Course CSTI	8	9	1,080	\$8.13	na	na	Both courses generally rated excellent by attendees and by agencies. ATC/DOJ course is one distinct module offered alone or in combination with other modules in the "modular training course". If certification and POST-DOJ contract were modified, the ATC/DOJ course could be presented as frequently as demand required. CSTI course is not POST certified and has been presented as a CSTI "overhead" item. DOJ course carries reimbursement.
Officer Survival Module Advanced Training Center DOJ							

II

Civil Emergency Management CSTI	44	5	265	\$8.13	1.08	1.08	The Regional Training Center course focuses on only one aspect of disaster or emergency planning based on the PSA incident. May not be recertified. Still in developmental phase.
Disaster Management San Diego Inter-Governmental Training Center	24	2	50	\$6.33	na	na	

III

Appendix E

TABLE (Cont.)

CONT./TUFT

COURSE AND PRESENTER	HOURS	YEARLY PRES.	TRAINEES PER YR.	COST PER TRNG HR.	AVG CEI RATING	SIMILARITIES, DIFFERENCES, PROBLEMS, GENERAL EVALUATION
Robbery Investigation Seminar CSTI	22	2	80	\$8.13	na	The CSU, San Jose course is targeted at a less experienced investigator and, as such, is a job-specific course. Both courses use several instructors-in-common, robbery specialists from the Bay Area. The CSU, San Jose course draws mostly from Northern California, CSTI from Southern California.
Robbery Investigation CSU, San Jose	20	3	42	\$3.75	na	
Terrorism Management Course CSTI	44	5	255	\$8.13	1.12	Probably not fully comparable. Within the general subject area there has been overlap between the CSTI, the DOJ, and the State Police Protection of Public Officials courses. If certification and POST-DOJ contract were modified the ATC/DOJ course could be presented as frequently as demanded although subject matter and format would continue to be different than current CSTI offerings as to field demonstrations.
Analysis of Urban Terrorist Activity Advanced Training Center, DOJ	40	2	32	\$6.01	2.1	
Investigation of Violent Crimes Course CSTI	40	6	216	\$8.13	1.5	There is probably no full comparability between the CSTI course and any one of the 5 courses listed. Each course draws "expert" instructors from major Cal. law enforcement agencies--not infrequently the same individuals. In common, they all cover crime scene exercises, numerous case histories, technical lectures, and legal (courtroom) concerns.
a. Advanced Investigation for Coroner's Cases Modesto RCJTC	80	2	38	na	1.75	
b. Homicide Inst. Rio Hondo	80	2	70	na	1.1	Also in common, they all have problems as to the level of investigational expertise they wish to pitch their course.
c. Homicide Inst. Yuba College	80	1	50	na	1.3	The community college offering could probably be increased were demand sufficient. Additionally, ATC/DOJ course offerings could be increased were the POST/DOJ contract to be amended to cover.
d. Homicide Invest. CSU San Jose	40	1	30	\$3.10	1.6	
e. Homicide Invest. DOJ	44	2	68	\$6.01	1.3	

IV

V

VI

## TRAINING NEEDS ASSESSMENT

<u>CSTI Course</u>	<u>Training Needs Assessment, 1978</u>
Civil Emergency Management Course	Rank 22/23 - Priority 3
Officer Survival Course Officer Survival Seminar	Rank 3/23 - Priority 1
International Terrorism Seminar Terrorism Management Course	Rank 22/23 - Priority 3
Hazardous Materials Course Hazardous Materials Seminar	Not identified
Juvenile Investigation Course	Rank 14/23 - Priority 2
Robbery Investigation Seminar	Rank 3/23 - Priority 2
Investigation of Violent Crimes	Rank 1 to 6/23 - Priority 1

The above cited training needs assessment rankings were made by POST staff as a result of a survey of California law enforcement agencies only. However, the Disaster Preparedness Committee of the Seismic Safety Commission and the Governor's Office Task Force on Nuclear Emergency Management have identified the need for disaster preparedness training as the extent training institution. Similar identifications for the Hazardous Materials Contingency Planning Course have been made by the Office of Emergency Services, Office of State Fire Marshal, and California Conference of Health Officers.

*Henry F*

## Recent POST Budget History

Below is a table showing expenditure histories by categories of training. It also shows expenditure estimates for F.Y. 1979/80 based on percentage projections of high, average and low curves of past experience in addition to potential increased demand on AO training. Even the low curve estimates a possible \$1.09 million overrun. We hope this will not occur, but the very possibility of such an overrun gives rise to the need for exercising fiscal responsibility.

### CHART

#### Assistance to Cities and Counties Budget

Figures are in millions of dollars

	1977/78	1978/79	1979/80 Estimates		
	<u>Actual</u>	<u>Actual</u>	<u>Low</u>	<u>Average</u>	<u>High</u>
Basic	5.41	4.66	5.87	6.89	8.34
A.O.	2.06	1.63	1.56	1.77	2.10
Supervision	.45	.42	.42	.52	.64
Management	.34	.39	.32	.35	.42
Executive	.03	.05	.01	.02	.08
Job Spec.	1.87	2.15	1.84	2.17	2.43
Technical	1.70	1.69	1.45	1.71	1.91
Contracts	<u>.64</u>	<u>1.29</u>	<u>1.27</u>	<u>1.27</u>	<u>1.27</u>
 TOTAL	 12.50	 12.28	 12.74	 14.70	 17.19
 Budget	 11.15	 11.15	 11.65	 11.65	 11.65
 Surplus or Deficit	 -1.35	 -1.13	 -1.09	 -3.05	 -5.54

The Commission will appreciate that projecting within categories is difficult at best. Also, one category could end up toward the high range, e.g., A.O., another in the low, e.g., Basic Course, another in the average.

*Appendix G*

APPENDIX H





EDMUND G. BROWN, JR.  
Governor

STATE OF CALIFORNIA  
OFFICE OF THE COMMANDING GENERAL  
STATE MILITARY FORCES - MILITARY DEPARTMENT  
2829 Watt Avenue - P.O. Box 214405  
Sacramento, California 95821



AUTOVON 466-6605  
(916) 920-6605

CACG

19 March 1980

Mr. Norman C. Boehm  
Executive Director  
Department of Justice  
Commission on POST  
7100 Bowling Drive  
Sacramento, California 95823

Dear Mr. Boehm:

I greatly appreciated the opportunity to meet with you and enjoyed our interesting discussion concerning CSTI programs and funding proposal.

As I pointed out in our discussion, the increasing need for training sites for use by the California National Guard over the next several years has caused me to re-evaluate all available training facilities under our jurisdiction and control to insure maximization of available space. The loss of Ft Irwin in July 1981 to the Active Army Component and the need to move some staff activities out of our headquarters in Sacramento are the primary causes for this effort. We will be relocating warehousing of the California Military Academy, California Cadet Corps and other staff activities to Camp San Luis Obispo on a phased basis beginning sometime after 1 July 1980.

My plan regarding CSTI is as follows:

1. If funding for CSTI activities from its present sources is terminated, I will phase out all CSTI activities by the end of this calendar year.
2. If the POST Commission assumes management and financial control of CSTI activities, we are prepared at any time to negotiate a lease agreement for required facilities for a period of 18 to 24 months. This should allow sufficient time for proper evaluation by POST and execution of our phased program of staff and training activities to Camp San Luis Obispo.

08 MAR 21 9 46 AM '80  
COMMISSION ON POST

*Approved 11/1*

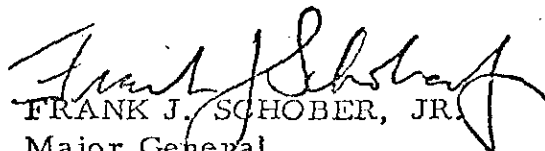
Mr. Norman C. Boehm

19 March 1980

Again, I would be most pleased to appear before your Commission or designated committee to discuss CSTI matters.

Best personal regards.

Sincerely,

  
FRANK J. SCHOBBER, JR.  
Major General  
Commanding

AGENDA ITEM J: California Specialized Training Institute (CSTI)

Note: Recommendations on this issue will be prepared and presented at the Commission Meeting.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Tuition Guidelines - Rates of Pay</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>William N. Stahr</b>
Executive Director Approval <i>William C. Boehm</i>	Date of Approval <b>4-8-80</b>	Date of Report <b>April 1, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE:

Are the maximum rates allowed by Commission Procedure D-10 for instructors, clerical services, and course coordination still valid and reasonable?

BACKGROUND:

Current rates were set about six years ago; they are: for instructor, \$25 per hour; when there is special need for a particular expertise, up to \$50 per hour; for clerical services, \$5 per hour; for course coordination, \$9 per hour. Instructor rates were reviewed and considered valid by the Commission at its October 28-29, 1976 meeting. In response to the issue being raised, a POST Special Seminar of management and executive course presenters (principal presenters of tuition-type courses) was held in September 1979. The attendees concluded the instructor rates were inadequate today and recommended the maximums allowed be increased by 50%.

ANALYSIS:

Inflation has increased the costs of living substantially since 1976. For example, POST Senior Law Enforcement Consultant salaries have been increased 23.24%, presumably reflecting increases in living costs. Associate Professors at State Colleges now receive \$26.99 per hour, including fringe benefits; at the University of California, \$26.30. Full Professors at State Colleges receive \$34.28 per hour; at the University of California, \$40.71. Although most tuition-type courses are certified to colleges, universities or persons or firms connected therewith, instructors from the academic institutions are not employed exclusively in the courses. In 1978-79, POST reimbursed \$612,836 for tuition for approximately 7,446 hours of instruction. If the maximum allowed, \$25 per hour, was paid for each hour of instruction, the cost would have been \$186,150 for instruction. Based on the 1978-79 experience, each one dollar increase on the \$25 maximum hourly rate would increase costs for instruction in tuition-type courses by approximately \$7,500.

Applying the rate of 23.24% in salary increases, granted POST staff, to the \$50 maximum, would increase the hourly rate for instructors for instances of special need for particular expertise in an instructional area, to \$62 (rounded off).

(over)

In order to control the amount paid for instructors in excess of the \$25 rate, it is proposed that written justification detailing why such a rate is necessary and reasonable shall be required and written approval of the Operations Division Director should also be required.

Due to similar inflationary pressures, clerical costs have increased. The present allowable maximum is inadequate and the rate for clerical services should be raised to \$6.50.

A maximum of \$9 per hour is allowed for course coordination. Some courses are more complicated and demanding than others, such as when the coordinator must substitute for an instructor, panelist, etc. The maximum has become the rule rather than the exception. Some flexibility should be allowed and it is proposed that the maximum allowable rate for course coordination be raised to \$15 per hour.

#### RECOMMENDATIONS:

- Retain the present \$25 per hour maximum rate for instructors but, based upon written justification from the presenter, allow up to \$62 per hour when there is special need for particular expertise in an instructional area.
- Require that the hourly rate to be paid each instructor be included in the Course Budget (POST Form 2-106, Item 10-Services-Instruction) which must be submitted for tuition-type courses when requesting initial certification.
- Increase the maximum allowable hourly rate for clerical services to \$6.50.
- Retain the present \$9 per hour maximum rate for course coordination but based upon written justification from the presenter for a special need for a greater degree of expertise, up to \$15 per hour may be allowed.

light of experience gained in developing the interim program. For several reasons, including (1) need for more precise specification of course content, (2) difficulties in scheduling one or a few vendors to present training to multiple academies, (3) existence of only one or two potential bidders for a contract, (4) need to review implementation and effect of the interim program; it has been concluded that an RFP would be premature at this time.

With the concurrence of the Driver Training Committee, staff has deferred development of the RFP.

Recommendations

The Driver Training Committee proposes that the Commission approve the following recommendations:

1. Continue the now established interim program with a \$150.00 maximum reimbursable driver training fee to January 1, 1981 at an estimated cost of \$165,000.
2. Reassess need for an RFP at the January 1981 meeting.
3. By policy, specify that non-affiliated students may graduate from the basic academy without completing behind-the-wheel driver training. Provide that such students, upon employment, complete driver training.
4. Mandate currently optional skid control performance objectives effective July 1, 1980.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Driver Training</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>Glen Fine</b> <i>6.0</i>
Executive Director Approval <i>Norman C. Behm</i>	Date of Approval	Date of Report <b>March 28, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

Background

At its January 1980 meeting, the Commission directed staff to certify driver training for recruit officers as an interim program to terminate July 1, 1980. Staff has developed and is certifying such training. Because neither staff nor academies could move ahead as quickly as desired; and because some academies will elect not to avail themselves of the interim training program, the total cost will be considerably less than the \$175,000 limit set by the Commission.

After meetings with driver training experts and directors of basic academies, staff has developed course content, presentation guidelines, and cost sharing arrangement for an interim course. The interim course is designed for recruit officers currently attending basic academies, and will be presented as an optional Plan III Technical Course until July 1, 1980. POST certification will cover a minimum 16 hours of behind-the-wheel training that emphasizes related basic course performance objectives. Maximum reimbursable tuition, for both Community Colleges and agency academies, is \$150.00 with presenters of the basic course bearing remaining costs. (See attached memos explaining presentation guidelines and cost sharing.)

During this interim period at least one private vendor of driver training will present the course to requesting basic academies. Several academies have or will be certified for the separate driver training course. Some academies have elected to continue their existing programs until July 1.

For in-service refresher training, staff has renewed certification of the three-day defensive driving course at the Academy of Defensive Driving. Current certification is Plan IV with POST reimbursement covering only travel and per diem. Tuition will be paid by the user departments. In an effort to keep that tuition as low as possible, an approved arrangement will be made to involve Golden West Community College as a co-presenter. The college will bear a portion of the tuition cost. At this time the tuition charged to departments will be \$144.00.


The Commission also directed staff to develop an RFP for review at the April meeting. The intended purpose of the RFP was to invite bids for contractual presentations of recruit driver training. The Commission's Driver Training Committee and staff have met and discussed the RFP in

Utilize reverse side if needed

**Memorandum**

To : POST STAFF

Date : April 30, 1980

Don Beauchamp 

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION ACTION ON LEGISLATION

At the meeting on April 24, 1980 the Commission voted to adopt a "watch" position on the following bills:

SB 1387 (Foran)	Relating to law changes on high school driver training
AB 1724 (Rosenthal)	Relating to animal control officer training
AB 2763 (Waters)	Relating to pursuit driving standards
AB 2974 (Torres)	Relating to first aid/CPR training
AB 3219 (Waters)	Relating to sexual assault training
AB 3220 (Waters)	Relating to training material approval

The Commission also voted to remove their opposition to AB 1310 (Young), the bill that requires POST to conduct a four year study of educational standards and four specific selection standards (vision, hearing, physical ability and emotional stability). Standards in these areas that can be supported by the research shall be adopted by January 1, 1985. The Commission now officially neither supports nor opposes this bill.

In addition to the Commission action I have listed below the official POST positions on bills we either support or oppose.

SCR 52	P. C. 832 training study	support
ACR 112	White collar/crime prevention training	support
AB 493	Change penalty assessments to percentages	oppose
SB 729	Bring D. A. investigators into POST	oppose
AB 1055	Basic course testing	oppose
SB 1428	Increase POST funding level	support

If you should desire further information regarding any of these bills or the reason behind our position please contact me anytime.



Commission on Peace Officer Standards and Training

Legislative Review Committee Meeting  
April 3, 1980

The Commission Legislative Review Committee met at 10:00 a.m. at the Hyatt House Hotel, 6225 W. Century Boulevard, Los Angeles.

Present Were: Robert A. Edmonds, Committee Chairman  
Jacob J. Jackson, Commissioner  
Nathaniel Trives, Commissioner  
Don Beauchamp, POST Staff

Commissioner Trives, acting in his role as Chairman of the Commission, notified Committee Chairman Edmonds that the Legislative Review Committee had been reconstituted. As of this date, the members are:

Robert A. Edmonds, Chairman  
Jacob J. Jackson  
William Kolender  
Nathaniel Trives  
Attorney General, or his representative

Staff provided a status report on SB 468, AB 493, SB 729 and AB 1055. The Committee recommends that AB 1055, the basic course testing bill, be assigned to an appropriate Commission Committee for special study. It appears this legislation will pass into law and the Commission should begin addressing several problems which will arise in implementing the program.

Because of recent amendments to AB 1310, the selection and training standards legislation, staff has recommended the Commission move to a neutral position on the bill. The Committee concurred in this recommendation.

Several new bills were reviewed for informational purposes only. The Commission previously adopted official positions on these bills prior to the time they were actually in print. The bills and the POST position are:

SCR 52	832 P.C. Study	Support
ACR 112	Crime Prevention/White Collar Crime Training	Support
SB 1428	POST Fund Increase	Support

New legislation on which the Commission has not adopted a position were also discussed and position recommendations were formulated. The bills and the recommended positions are:

SB 1387	Driver Training Law Changes	Watch
AB 1724	Animal Control Training	Watch
SB 1818	Less-Lethal Weapon Use	Watch
AB 2763	Pursuit Driving Standards	Oppose
AB 2974	First Aid/CPR Training	Oppose
AB 3219	Sexual Assault Training	Oppose
AB 3220	Training Material Approval	Oppose

The Committee discussed the need for separate Legislative Review Committee meetings on a regular basis. It was decided that unless otherwise announced, all future meetings of the group will be scheduled for the evening preceding the regular Commission meeting. This will allow more members to attend and should reduce costs associated with these meetings.

Meeting was adjourned at 12:00 noon.

# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## ACTIVE \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SCR 52 (Presley)	POST Training Study - requires study of P.C. 832 Course	Support	In Senate
ACR 112 (Alatorre)	Crime Prevention/White Collar Crime Training - POST to provide	Support	In Assembly
SB 468 (Dills)	Motorcycle and Motorized Bicycle Rider Training: Funding and Penalty Assessments - creates new special fund	Watch	In Assembly
AB 493 (Moore)	Revise Penalty Assessment to Percentages - changes the \$5 on every \$20 fine or increment formula	Oppose	In Senate
SB 729 (Richardson)	D. A. Investigators: POST Reimbursement - Makes counties eligible for reimbursement of District Attorney criminal investigator training	Oppose	In Assembly
AB 1055 (Fenton)	Basic Course: Testing	Oppose	In Senate
AB 1310 (Young)	Selection and Training - POST to develop job-related education and selection standards	Oppose	In Senate
SB 1387 (Foran)	Driver Training - Abolition of program and diversion of funds		In Senate
SB 1428 (Presley)	POST Fund Increase - Adds 10% of Vehicle Code Penalty Assessment to POST Fund	Support	In Assembly
AB 1724 (Rosenthal)	Animal Control Officer Training - POST to approve course		In Senate
SB 1819 (Sieroty)	Less Lethal Weapons - Allow peace officers to use - Require POST to develop guidelines for use		In Senate
AB 2763 (Waters)	Pursuit Driving - POST to establish standards		In Assembly
AB 2974 (Torres)	First Aid/CPR Training - Revised Requirements for Peace Officers		In Assembly
AB 3219 (Waters)	Sexual Assault Training - 10% of local police officers to attend		In Assembly
AB 3220 (Waters)	Training Materials - Require law enforcement head to approve in advance		In Assembly

\*Active means the Commission has or may take an official position.

# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## INFORMATIONAL \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Status</u>
SB 156 (Nejedly)	Appointment of Reserves: Marshals - authorizes marshals to appoint reserve peace officers	In Assembly
AB 636 (Bates)	Peace Officers: Prohibited Employment as Private Security Guard During Strike and Labor Dispute	In Senate
AB 751 (Priolo)	State Regulatory Agencies: Review and Abolition	In Senate
AB 1265 (Mangers)	Driver Training - Study to be completed by 1984	In Senate
SB 1374 (Marks)	Peace Officers: San Francisco Housing Authority	In Senate
SB 1403 (Mills)	Peace Officers: San Diego Regional Transit District	In Senate
SB 1447 (Presley)	Peace Officers: Classification	In Senate
SB 1748 (Dills)	Driver Training: Continuation of present program	In Senate
AB 1813 (Kapiloff)	Court Reduction of Charges - Allows court to reduce certain misdemeanors to infractions	In Senate
AB 2214 (Greene)	Community Colleges: State Aid for Adult Education	In Assembly
AB 2246 (Papan)	State Police: Staffing Levels	In Assembly
AB 2520 (Alatorre)	Peace Officers: Off Duty - Allows for retention of peace officer powers while employed off-duty as private security officer - Provides that battery against peace officer while off-duty is same as on duty	In Assembly

\*Informational means the Commission will take no official position.

Rev. 4-9-80

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advisory Committee Report		Meeting Date April 24 & 25, 1980
Division Executive Office	Division Director Approval <i>R. T. Allen</i>	Researched By R. T. Allen
Executive Director Approval <i>William C. Boehm</i>	Date of Approval 4-10-80	Date of Report March 19, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

Issue

Chairman of the POST Advisory Committee's report to the Commission.

Background

The POST Advisory Committee held their quarterly meeting in Sacramento at the POST Headquarters on April 8 and 9, 1980 to discuss several items. The Committee was briefed by POST staff on several current issues. (See the attached POST Advisory Committee Agenda.)

Recommendation

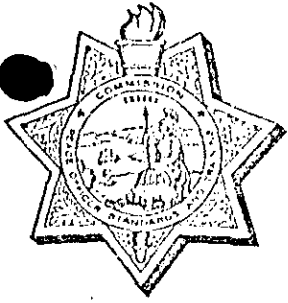
The Chairman of the POST Advisory Committee will make a report to the POST Commission.

Commission on Peace Officer Standards and Training  
Advisory Committee Meeting  
April 8 & 9, 1980  
0900 - 1630 Hours  
P.O.S.T. Executive Director's Conference Room  
7100 Bowling Drive, Suite 240  
Sacramento, CA

AGENDA

1. Call to Order
2. Roll Call of Advisory Committee Members
3. Approval of Previous Meeting Minutes (February 5 - Golden West College)
4. Update on the Research & Evaluation Unit Projects and 1980/81 Fiscal Year Priorities Including: a) Physical Performance Standards and Training Test; b) Reading and Writing Test; c) Background Investigation Manual Revision; d) Self-Screening Instruments; and, e) Evaluation of POST Training Programs.
5. Resource Management System (Needs Assessment Progress)
6. Financial Report for 1980/81 Fiscal Year - 30% PLUS Salary Reimbursement
7. Legislative Update
8. CSTI/POST Training Contract - Information
9. DOJ/POST Training Contract - Information
10. Defensive Driver Training Update
11. PSI Testing (Mandated Testing of Academies)
12. Update on the Basic Course Performance Objectives
13. Job Specific Course Curriculum Guidelines
14. Advanced Officer Course Update - Information
15. State Agencies - 30% Budget Cut (Jarvis II)
16. Basic Course Fixed Reimbursement Proposal (Public Review)
17. Report from Members

*R. T. Allen*



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

Advisory Committee Meeting  
April 8 & 9, 1980

POST Executive Director's Conference Room

CONVENED: 9:20 a.m.

ADJOURNED: 4:15 p.m.

ADVISORY COMMITTEE  
MEMBERS PRESENT:

Ayres, Barbara  
Caldwell, Wayne C.  
Ellingwood, Herbert  
Gonzales, Michael  
McKeown, Joseph  
Pacileo, Richard

Pantaleoni, C. Alex  
Pearson, Jack  
Silva, J. Winston  
Tielsch, George  
Wasserman, Robert  
Watkins, Larry

POST STAFF  
MEMBERS PRESENT:

Allen, Ron

Kanavy, Kathie

ADVISORY COMMITTEE  
MEMBERS ABSENT:

Coombs, Robert

Meese, Edwin III

OTHER POST STAFF  
PARTICIPANTS:

Beauchamp, Don  
Boehm, Norman C.  
Fine, Glen  
Kohls, John  
Powell, Linda

Richardson, Bobby  
Stahr, Bill  
Townsend, Gerald  
Williams, George

ANNOUNCEMENTS

The CSTI/POST Training Contract, Item 8 on the agenda, will be held over for discussion tomorrow. A mini-briefing will be given, if desired, for the benefit of those Advisory Committee members who will not be in attendance tomorrow.

Also, per the "Role of the Advisory Committee," it is necessary that one Advisory meeting be held in conjunction with a Commission meeting. The July 1 and 2 meeting, therefore, has been rescheduled to July 16 and 17, 1980. The location will be the Hanalei Hotel, 2270 Hotel Circle, San Diego, (714) 297-1101. A luncheon will be held on July 17 as an opportunity for the Advisory Committee and Commissioners to informally discuss mutual interests, etc.

APPROVAL OF MINUTES

Motion carried unanimously that the minutes of the February 5, 1980 Advisory Committee meeting in Huntington Beach be approved as presented.

FINANCIAL REPORT FOR 1980/81 FISCAL YEAR - 30% PLUS Salary Reimbursement

Gerald Townsend, Director, Administration Division, reported that the recommendation to the Commission for reimbursement plans for the 1980/81 Fiscal Year is as follows:

1. Continuation of "100% out-of-pocket" costs for travel, per diem and tuition (in accordance with Board of Control and Commission maximums).
2. Salary reimbursement (where authorized by appropriate plan) at the "30% Plus" formula.

This provides initial payment of 30% salary on a quarterly basis and allows all unexpended funds to be prorated at the end of the fiscal year.

Because of uncertainties of the impact of Proposition 9 and the alternative budget request by the Governor, it is felt that the POST budget may be impounded in the event of passage of Proposition 9 at whatever percentage the Governor decides--20%, 25%, or 30%. If this does occur, the Aid to Local Government budget will be below the amount already established for F.Y. 1980/81.

The Commission has approved \$12,553,614 for Aid to Local Government in 1980-81. This must still be approved through the legislative process. The Department of Finance and legislative analyst both recommend approval. Proposition 9 may reduce this amount.

Until our proposed Training Needs Assessment is completed, we do not know how many trainees will require training in the various types of courses. Nor do we know what the average salary levels will be after July 1, 1980. The potential exists for per diem rates to be increased by the Board of Control in response to inflationary factors. Airline fares and gasoline costs for surface travel appear certain to increase. Our revenue may be affected by all of these factors.

Prioritizing course categories and the amount budgeted for each seems prudent and desirable as a future activity when training needs are pre-determined. With the advent of our Training Needs Assessment process and the implementation of our computer system, we will be able to do so. In the meantime, we must proceed with our best estimates based on experience and trends.

One alternative to simplify the process would be to reimburse a "block amount" for each course determined individually. For example: \$1,800 per trainee for Basic Course; \$600 per trainee for Supervisory Course; \$225 for a 20-hour Advanced Officer Course, and so on, based on actual average per hour costs in the preceding fiscal year. This would save considerable staff time at both the state and local levels.

A second alternative would be to eliminate salary reimbursement in Job Specific Courses to ensure salary money is available for the mandated Advanced Officer Course without imposing a cap.



#### STATE AGENCIES - 30% BUDGET CUT (Jarvis II-Proposition 9) (Attachment #1)

Gerald Townsend, Director, Administration Division, reported that to comply with a 30% reduction directed by the Governor's Office, POST has provided the Department of Finance a comprehensive listing of program elements that would be listed in priority order (ones that could or could not readily be eliminated) in order to get the POST program activities up to the 30% cut in total budgets. This report was submitted in early February. POST outlined cuts in the Aid to Local Government, i.e., Job Specific Courses, seminars, in order to retain sufficient funding for the mandated courses. The staff budget was also subject to the 30% reduction.

When the proposed budget was submitted to the Department of Finance, it was presented with the understanding that, if the cuts were actually mandated, we could still negotiate certain program areas reflecting current priorities.

#### ADVANCED OFFICER COURSE UPDATE (Attachment #2)

Gerald Townsend, Director, Administration Division, reported that in the first nine months of this Fiscal Year, \$759,000 has been spent on the Advanced Officer Courses. There exists a \$2 million cap on this category of training. This \$2 million may not be reached judging from claims received to date. On the other hand, Job Specific Courses equal \$1.5 million. The main differentiation is that AO courses do not have substantial travel and per diem costs as they are by and large presented in-house, or close to their own locations. For Job Specific Courses there are almost \$500,000 in subsistence costs and \$125,000 in travel, plus tuition costs. However, salary is \$758,000 in the Job Specific as opposed to \$692,000 in AO.

The increase in the Job Specific versus Advanced Officer costs is possibly due to the disallowment of single-topic AO courses.

#### UPDATE ON THE RESEARCH & EVALUATION UNIT ACTIVITIES

George Williams, Bureau Chief, Research and Evaluation Bureau, reviewed the funding efforts that are underway to provide POST with a research and evaluation function in Fiscal Year 1980/81; i.e., submission of grant applications to both the Office of Criminal Justice Planning (OCJP) and the Law Enforcement Assistance Administration (LEAA) or inclusion in the POST Administrative Budget as a regular POST staff function. Whichever funding method is successful it is proposed that the Bureau perform the following services: POST Internal Consulting, Technical Support to Local Agencies, Maintenance of Current Selection Programs, Testing Programs, Research Related to Training, Candidate Self-Screening, and Development of a Training Evaluation Program.

The current LEAA funding of research concludes June 30, 1980. The reading and writing and physical performance tests, developed during this project to aid local government in the selection of qualified peace officer candidates, are now in the final stages of preparation and validation. The reading and writing tests

should be available to the field by late Summer 1980 and the physical performance tests shortly thereafter. Whether the reading/writing tests should or should not be employed as a standard will be discussed at the next Advisory Committee meeting. A detailed presentation of results will be provided at that time.

#### LEGISLATIVE UPDATE (Attachment #3a and 3b)

Don Beauchamp, the POST Legislative Coordinator, provided an update on current legislation of interest to POST. A copy of the "active" and "informational" status sheets is attached for review. The following bills were discussed in some detail.

SB 729 (Richardson) - This bill brings criminal investigators of participating District Attorneys' offices into the POST reimbursement program. Although the bill has not yet been heard in the Assembly, it is expected to pass out of the Legislature in spite of POST's opposition. Although the cost for inclusion of these officers in the reimbursement program is not great, this bill will open the door for other specialized groups to seek POST reimbursement.

SB 1055 (Fenton) - This bill has been heavily amended and at this point in time, it relates only to testing of those persons who have completed equivalent basic training and who are under consideration for hire by an agency in the POST program. POST is still opposing this legislation. The bill has reached the floor of the Senate and will probably be signed into law.

AB 1310 (Young) - In its original form, POST opposed the bill on several issues. These included the areas where standards would be required, the implementation deadline and the total costs. The bill has now been amended to satisfy these concerns, and the Commission will reconsider its "oppose" position at the April meeting.

New legislation which was discussed included:

SCR 52 (Presley) - POST is supporting this resolution which requires a study of the P.C. 832 training requirements. The resolution recently cleared the first policy committee without problem.

ACR 112 (Alatorre) - POST is supporting this resolution which requires white collar crime and crime prevention topics to be included in the Basic Course and also mandates Technical Courses in these two subjects. The Commission is currently meeting the requirements of this legislation.

SB 1387 (Foran) - This bill is a followup to AB 8 of 1978 which abolished the behind-the-wheel driver training in schools, effective July 1, 1981. The bill cleans up existing law relating to this subject and diverts revenue used for driver training to the Motor Vehicle Fund. The Commission has not adopted a position on this legislation.

SB 1428 (Presley) - This CPOA legislation would grant POST an additional 10% of the penalty assessment on traffic violations. The bill has passed the Senate and will next be heard in the Assembly Criminal Justice Committee. Law enforcement groups (including POST) are solidly behind the bill. The opposition to date has been the Southern California Automobile Club and the State Department of Education.

AB 1724 (Rosenthal) - This bill requires the Commission to approve a course of training for Animal Control Officers. The impact on POST is minimal and the Commission will probably not oppose this legislation.

SB 1818 (Sieroty, et.al.) - This legislation, on Less Lethal Weapons, originally required POST to develop guidelines regarding their use. Because of amendments which removed POST from the bill, it is anticipated the Commission will not take a position on the legislation.

AB 2763 (Waters) - Under the provisions of this bill, POST would be required to establish Pursuit Driving Standards which local agencies would be required to adopt in order to continue receiving POST funds. In the first committee hearing, the author was asked by the Committee Chairman to withdraw the bill and substitute a resolution. This decision was based on testimony from POST and CPOA which indicated that operational policy can better be established at the local level, with the assistance of POST.

AB 2974 (Torres) - This bill is called the "Emergency Medical Services Act" and completely revises existing law concerning emergency medical care. Although the concept is good, the bill requires a large expenditure of POST or local monies to implement. POST will, undoubtedly, oppose this bill in its original form.

AB 3219 (Waters) - Among other things, this bill requires 10% of the officers of each local police department to attend the POST Technical Course on Sexual Assault Investigation. Because there is no demonstrated need for this number of officers to undergo the training and because of the obvious fiscal impact on the POST fund, the Commission will probably oppose this bill unless amended.

AB 3220 (Waters) - This bill requires all police training material to be approved in advance by the law enforcement agency head. The requirement is impractical and the need for such a mandate has not been demonstrated. As a result, the Commission will, undoubtedly, oppose the bill.

#### POST RESOURCE MANAGEMENT SYSTEM PROGRESS - NEEDS ASSESSMENT (Attachment #4)

John Kohls, Research Analyst, Research and Evaluation Bureau, indicated the POST Resource Management System is gradually taking shape as a result of the efforts of committees assigned the task of designing various system components. Initially, the system will focus primarily on training. Resource management for training, as currently envisioned, will consist of three separate but related processes: 1) a process for analyzing training needs to determine the proper nature and content of the POST training delivery program; 2) a process for estimating what the future demands will be on the training delivery program; and, 3) a process for evaluating the quality and effectiveness of the POST training delivery program. Eventually, other POST programs will be integrated into an on-going Resource Management System.

DRIVER TRAINING COMMITTEE REPORT (Attachment #5)

Glen Fine, Chief, Southern Bureau, Operations Division, reported that at its January 1980 meeting, the Commission directed staff to certify driver training for recruit officers as an interim program to terminate July 1, 1980. Staff has developed and is certifying such training. The total cost will be considerably less than the \$175,000 limit set by the Commission. A cost-sharing arrangement to fund this training has been worked out with college-funded academies. POST has agreed to reimburse a maximum of \$150 per employed trainee, and the balance of the cost will be borne by the academies. Agency academies will also be reimbursed up to \$150 per driver training student based on justifications.

In order to provide for availability of in-service refresher training, staff has renewed certification of the 3-day defensive driving course at the Academy of Defensive Training. Certification is under Plan IV (POST reimbursement for travel and per diem costs). Current nonreimbursable tuition is \$207. An arrangement has been effected under which Golden West Community College will become a co-presenter and offset \$63 of the tuition. User departments will then pay only \$144 per trainee.

The Commission also directed staff to develop an RFP (Request for Funding Proposal) for review at the April meeting. The intended purpose of the RFP was to invite bids for contractual presentations of recruit driver training. The Commission's Driver Training Committee and staff have met and discussed the RFP in light of experience gained in developing the interim program. For several reasons, including: 1) need for more precise specifications of course content; 2) difficulties in scheduling one or a few vendors to present training to multiple academies; 3) existence of only one or two potential bidders for a contract; and, 4) need to review implementation and effect of the interim program; it has been concluded that an RFP would be premature at this time.

The Driver Training Committee proposes that the Commission approve the following recommendations:

1. Continue the now-established interim program with a \$150 maximum reimbursable driver training fee. The estimated total cost for a six-month estimation period would be \$165,000.
2. Reassess the need for an RFP at the January 1981 meeting.
3. By policy, specify that non-affiliated students may provisionally graduate from the basic academy without completing behind-the-wheel driver training. Provide that such students, upon employment, must complete their driver training.
4. Mandate currently optional Skid Control performance objectives effective July 1, 1980.

DEPARTMENT OF JUSTICE (DOJ)/POST TRAINING CONTRACT (Attachment #6)

Bobby Richardson, Chief, Northern Bureau, Operations Division, indicates the DOJ/POST Interagency Agreement has been negotiated for \$571,842. This will provide California law enforcement agencies with at least 169 presentations of 27 separate certified courses for a minimum total attendance of 3,350 officers. The training proposed is well within POST certification guidelines.

The objectives of the Department of Justice training are to provide training based on the DOJ area of special expertise which is not ordinarily available through other sources, and to provide on-site training to small and medium-sized law enforcement agencies in remotely located areas not otherwise available through local sources.

There are three newly developed courses in this agreement that are yet to be certified. The additional courses will provide necessary training in critical areas. The courses are: Crimes Dealing with the Aged; Proper Management of the Police Records Functions; and the third course, Cargo Theft Investigations, will assist in funding of the white collar crime series.

With travel, per diem, and salary reimbursements, the estimated total fiscal impact to the Peace Officer Training Fund (POTF) is approximately \$927,514.

PSYCHOLOGICAL SERVICE INSTITUTE (PSI) TESTING (Mandated Testing of Academies)

Mr. Bill Stahr, Bureau Chief, Headquarters Bureau, Operations Division, briefed the Advisory Committee on the PSI testing program.

LAW: Assembly Bill 2664, passed in September 1978, amended 832.3 P.C. which mandated the Commission to develop a proficiency testing (of Basic Course graduates) program; including a standardized examination which would enable: 1) comparisons between presenters; and 2) development of a data base for subsequent training programs.

PSI: Psychological Services, Inc. - \$120,000 was legislatively mandated from the Peace Officer Training Fund (POTF) as a POST contract with PSI, to develop the tests and test items, with assistance from subject matter experts and POST staff.

In November 1979, PSI developed and delivered to POST two user manuals plus about 1,100 test items for the academies, and three parallel tests for POST use, plus 1,000 additional questions. Tests are now being field tested and evaluated.

TESTING PROGRAM: Linda Powell, Governmental Program Analyst, was hired to administer the program.

A contract for Op-Scan scoring has to be developed with the State Personnel Board. POST has received a purchase order for its own scoring sheets--delivery is anticipated in about 7-8 weeks.

In February 1980, POST started testing with Test #1. By March 31, 1980, 17 institutions had been tested, covering about 540 trainees. POST is in the process of collecting data on tape, which is being stored for future processing. Some interesting patterns are beginning to emerge; most components tend to change with the addition of new data.

Mrs. Linda Powell, Analyst, Headquarters Bureau, Operations Division, provided the following highlights of test results to date.

<u>Course of Instruction</u>	<u>Average Mean Score by %</u>	<u>Average Highest Score by %</u>	<u>Average Lowest Score by %</u>
Professional Orientation	76.2	85	70
Police/Community Relations	77.9	86	71.67
Law	83.5	87	83.5
Laws of Existence	73.49	83.47	62.27
Communications	79.04	87.78	74.2
Vehicle Operation	75.56	83.64	70
Force and Weaponry	88.05	91.5	80.58
Patrol Procedures	80.88	83.97	77.05
Traffic	86.80	91.88	77.5
Criminal Investigation	74.52	81.63	60
Custody	64.15	91.43	46
Physical Fitness and Defense Techniques	82.9	88.18	73.75
Overall Average Mean Score	79.95		

The meeting was concluded at 4:20 p.m.

Convened: 9:00 a.m.	4/9	Adjourned: 12:00 p.m.
Advisory Committee Members Present:	Ayres, Barbara Caldwell, Wayne Coombs, Robert Ellingwood, Herbert Gonzales, Michael	McKeown, Joseph Pantaleoni, C. Alex Silva, J. Winston Wasserman, Robert Watkins, Larry
POST Staff Members Present:	Allen, Ron Kanavy, Kathie	
Advisory Committee Members Absent:	Meese, Edwin III Pacileo, Richard	Pearson, Jack Tielsch, George
Other POST Participants:	Boehm, Norman C. Koch, Bradley	Richardson, Bobby Wilson, Brooks

#### CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI) (Attachment #7)

Mr. Boehm, Executive Director, discussed the issues concerning CSTI. He indicated that at the January 1980 meeting, the POST Commission deferred a decision on a CSTI 1980-81 funding request and asked staff to prepare a study and report back at the Commission's April 24-25, 1980 meeting in Sacramento. In response to POST Bulletin 80-2, "CSTI--Issues and Options," a number of organizations and individuals have expressed interest in the study.

The study addresses seven alternative courses of action the Commission may choose to consider:

- Alternative No. 1 - Take no action to replace training being presented at CSTI.
- Alternative No. 2 - Disburse specialized training presented at CSTI within the existing training delivery resource system.
- Alternative No. 3 - Utilize POST staff to actively facilitate the organization, development, and presentation of courses to assure high-quality specialized training.
- Alternative No. 4 - Contract with one or more providers for presentation of current CSTI courses.
- Alternative No. 5 - Undertake direct provisions of specialized training by POST trainers.
- Alternative No. 6 - Absorb the CSTI into POST by administrative action.
- Alternative No. 7 - Support or initiate legislation to place CSTI within POST.

The study suggests that some alternatives are neither practicable nor desirable. The study indicates that Alternatives 2, 3, and 4, or some combination thereof, might best serve the Commission's purpose. These alternatives will be the thrust of staff's recommendation.

During the preparation of the study, there have been a number of changes in the CSTI request. We anticipate the possibilities of further changes in the request prior to the Commission meeting. For these and other reasons, the report is without specific staff recommendations at this stage because of the nature of the process. Recommendations will be prepared prior to the Commission meeting. A copy of the CSTI report was distributed to Advisory Committee members present.

Bob Wasserman, Advisory Committee Chairman, indicated he will make a presentation regarding CSTI to the Commission at its April meeting in Sacramento.

#### Basic Course Performance Objectives

Bobby Richardson, Bureau Chief, Northern Bureau, Operations Division, reported there are 542 objectives developed for use in the Basic Course. After review by committees, there now exist 484 mandatory and 58 optional objectives, with further adjustments anticipated in the upcoming months. The objectives and their application will fluctuate from time to time in order to ensure that the Basic Course is current and valid.

The "Management Guide for the Basic Course" arrived at POST from the printer on April 8. The July 1 distribution deadline may not be met. Unit guides will be distributed by volume rather than in its entirety in order to speed up the distribution process. Advisory members will be included in the mailing process.

### Job Specific Course Curriculum Guidelines

Brad Koch, Director, Operations Division, briefed the Advisory Committee on the progress of the Job Specific course curriculum guidelines. He indicated law enforcement members of the CPOA Training Standards Committee have assisted POST in developing performance objectives for each of the 25 Commission-identified, Job-Specific training courses. The performance objectives are being prepared in booklet form and will be distributed prior to the meeting. The recommended adoption of these objectives will provide much needed guidelines for staff in reviewing and comparing curriculum of proposed Job-Specific Courses and, as well, a core content for Job-Specific Courses.

The Advisory Committee members will be mailed a copy of the booklet upon completion.

### Basic Course Fixed Reimbursement Rate (Attachment #8)

Brooks Wilson, Chief, Program Services Bureau, Administration Division, reported that the Committee was briefed on the proposed fixed \$4.33 per hour reimbursement rate for basic training. The proposal is being made by a special joint Commission-Advisory Committee task force. The final proposal evolved after a series of meetings involving various law enforcement groups and is intended to stabilize the basic training reimbursement rate and to save peace officer training funds in the long run. A cost comparison into the next several years was made using the various reimbursement formulas which have been used in the past.

### Report from Members

1. Wayne Caldwell: CSEA and State Specialized Law Enforcement are gearing up for heavy work in opposition of Proposition 9.
2. Joe McKeown: CADA has been involved very heavily in the Basic Course Revision activities.
3. Mike Gonzales: A CAPTO mini-conference is scheduled for April 24 and 25 in Santa Barbara. There will be 12 topics presented: nutrition, stress, non-lethal weapons, training unit involvement, etc.

There will be several vendors involved and many interesting concepts discussed.

The main item of interest to CAPTO is the CSTI issue. The evaluation process being used by POST for training programs could be assisted by law enforcement training managers and by CAPTO. Basically, there needs to be more involvement in the evaluation process by law enforcement agencies. Some programs need to be decertified or modified, and evaluation needs to be more timely and comprehensive.

4. Larry Watkins: CHP tests are being evaluated. Written examination will be tied to the actual job tasks. They have some concerns regarding standards and physical performance standards within the department.



5. Barbara Ayres: An annual conference of WPOA is scheduled for May 18-21 in San Diego, with several hours of training and an installation luncheon on Tuesday, May 20.
6. Robert Coombs: Indicated he is very interested in police careers and all careers in general. He indicated he is interested in the objective aspects of the training (i.e. marriage, family, etc.) and would like to be involved in these types of programs.
7. Winston Silva: Proposition 9 may have more impact than originally thought by his staff. If Proposition 9 does pass, the community colleges feel there could be several problems. Also, Vocational Education funding and dollar distribution is being researched.

#### KAY HOLLOWAY MEMORIAL SCHOLARSHIP FUND

Ron Allen, Chief, Executive Office, reported on the Kay Holloway Memorial Fund.

The Commission, at the January 17, 1980 meeting, as a special tribute to former Chairman of the Commission, Chief Kay Holloway, and to proliferate the high ideals she held for upgrading the competence of all law enforcement practitioners, asked staff to establish "The Kay Holloway Memorial Scholarship Fund."

"The Kay Holloway Memorial Scholarship Fund" has been established at the California State University, Long Beach Foundation, 1250 Bellflower Boulevard, Long Beach, California 90840.

The Memorial Fund will be administered by the staff of the Department of Criminal Justice, California State University of Long Beach, Commission on Peace Officer Standards and Training, and the Memorial Fund Selection Screening Committee.

The Selection Screening Committee will develop criteria for awarding scholarships to qualified, graduate level candidates. Other specific details concerning the establishment of "The Kay Holloway Memorial Scholarship Fund" will continue to be explored.

Commissioner Bob Edmonds, Assistant Sheriff, Los Angeles County, has been appointed to serve on the Selection Screening Committee.

The meeting was concluded at 12:00 p.m.

  
Ron Allen

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Course Certification/Modification/Decertification Report</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>Bradley W. Koch</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>4-7-80</b>	Date of Report <b>March 21, 1980</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

The following courses have been certified, modified or decertified since the January 17-18, 1980 Commission Meeting:

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Supervisory Seminar	NCCJTES, Los Medanos College	Supervisory Seminar	IV	\$ 3,612
2.	Basic Driver Training	Academy of Defensive Driving	Technical	III	26,690
3.	In-Service Driver Training	Academy of Defensive Driving	Technical	IV	\$ 19,056
4.	Contemporary Issues in Corrections	San Diego Co. Probation Dept.	Technical	IV	\$ 5,160
5.	Defensive Tactics	NCCJTES, Los Medanos College	Technical	IV	\$ 5,425
6.	Jail Operations	Santa Clara Valley Crim. Jus. Trng. Cntr.	Technical	II	\$ 7,301
7.	Background Investigator	NCCJTES, Santa Rosa Center	Technical	IV	\$ 3,715
8.	Allied Agency Enforcement Driving	CHP	Technical	IV	\$ 495.36
	Defensive Driving	Central Coast Co. Police Academy	Technical	IV	\$ 3,720

Utilize reverse side if needed

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
10.	Hazardous Materials Familiarization	CSTI	Technical	IV	\$ 12,384
11.	Commercial Enforcement	Rio Hondo College	Technical	IV	\$ 4,876
12.	Defensive Tactics Refresher	Rio Hondo College	Technical	IV	\$ 10,836
13.	Narcotics and Drugs Seminar	Glendale Community College	Technical	IV	\$ 2,477
14.	P.C. 832 Arrest & Firearms	Glendale Community College	Approved	IV	\$ -0-
15.	Administrative Institutes	CPOA	Technical	III	\$ 59,054.75
16.	Juvenile Law Enforcement (Modular)	CYA	Technical	III	\$ 9,382.40
17.	Computer Fraud	FBI, LA	Technical	IV	\$ 4,954
18.	Record Bureau Operations	El Camino Comm. College	Technical	IV	\$ 9,224
19.	Adv. Boating & Safety Equip.	Dept. of Boating and Waterways	Technical	IV	\$ 7,299.36
20.	Supervisory Seminar	Glendale Comm. College	Supervisory Seminar	IV	\$ 1,548
21.	Management Update	Chapman College	Management	III	\$ 18,576
22.	Supervisory Update	Chapman College	Supervisory	III	\$ 18,576
23.	Effective Management Communications	Cal Poly, Pomona	Management Seminar	III	\$ 6,192
24.	Reserve Trng. Level II (Module B)	College of the Siskiyous	Approved	N/A	-0-

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
	Crisis Inter- vention	Rio Hondo College	Technical	IV	\$ 2,709
26.	Child Abuse	NCCJTES, Redwoods Center	Technical	IV	\$ 2,167
27.	Defensive Tactics Instructor Sem. Update	FBI, San Francisco	Technical	IV	\$ 4,128
28.	Report Writing for Instructors	Bruce Olson	Technical	III	\$ 7,430.40
29.	Reserve Trng. Level II (Module B)	Lake Tahoe Comm. College	Approved	N/A	\$ -0-

MODIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Supervisory Course	Los Angeles Police Dept.	Supervisory	II	\$ 32,054
	<u>Description of Change:</u> Decrease course length from 160 to 120 hours.				
2.	Reserve Trng. Level II Module B	NCCJTES, Sacramento Center	Approved	N/A	\$ -0-
	<u>Description of Change:</u> Increase course length from 90 to 100 hours.				
3.	Detective School	Los Angeles Police Dept.	Technical	II	\$ 102,334
	<u>Description of Change:</u> Course title changed from Investigator School to Detective School.				
4.	Reserve Trng. Level I Module C	NCCJTES, Butte Center	Approved	N/A	\$ -0-
	<u>Description of Change:</u> Variable format between 120 and 274 hours with no reimbursement plan.				
5.	Police Planning Skills Inst.	Cal Poly, Pomona	Technical	III	\$ 4,128
	<u>Description of Change:</u> Course title changed from Research and Planning to Police Planning Skills Institute and modification of course content.				
6.	Chief Exec. Crim. Intelligence Sem.	DOJ-Adv. Trng. Cntr.	Technical	IV	\$ -0-
	<u>Description of Change:</u> Course title changed from Chief Executive Criminal Intelligence Seminar to Chief Executive Criminal Intelligence Course, changed course control number from 926-1330 to 926-3205 and changed course category to Technical, Skills and Knowledge.				
7.	Spanish for Peace Officers	Bi-Language Services	Technical	III	\$ 79,464
	<u>Description of Change:</u> Increase in tuition cost from \$225 to \$250, effective January 1, 1980.				

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Unusual Incident Tactics	NCCJTES, Sacramento Center	Technical	IV	\$ -0-
2.	Crime Prevention Institute	ITREC	Technical	III	\$ -0-
3.	Adv. Crime Prev. Inst. on Environmental Design	ITREC	Technical	III	\$ -0-
4.	Sex Crimes Investigation	FBI, Sacto	Technical	II	\$ -0-
5.	Techniques of Teaching Crim. Jus. Role Trng.	Academy of Justice, Riverside	Technical	III	\$ -0-
6.	Basic Investigators Course	NCCJTES, Santa Rosa Center	Basic Invest.	N/A	\$ -0-
	Crisis Intervention	Academy of Justice, Riverside	Technical	IV	\$ -0-
8.	Legislative Update	CPOA	Technical	IV	\$ -0-
9.	Contemporary Issues in Corrections	CA Board of Corrections	Technical	IV	\$ -0-
10.	Supervisory Course	Sacto LETC	Supervisory	II	\$ -0-
11.	Defensive Tactics for Instructors	CJRS	Technical	IV	\$ -0-
12.	Stress Management	UC. Santa Cruz Ext.	Exec. Dev.	III	\$ -0-
13.	Jailers School	Oakland PD	Technical	II	\$ -0-
14.	Third Annual Nat'l. Homicide Symposium	CA District Atty. Assoc.	Technical	III	\$ -0-

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Course Certification Policy</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Frederick W. Koder</i>	Researched By <b>Staff</b>
Executive Director Approval <i>Norman C. Behm</i>	Date of Approval <b>4-8-80</b>	Date of Report <b>April 1, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

Issue

Should there be one source where Commission policy concerning course certification can be specifically identified?

Background

Staff must rely on a number of Commission policies, both written and oral, about the certification of courses which should be set forth in writing in a single source of reference. The collection and publication of policy guidelines will assist staff in implementing Commission policies in the certification of future courses.

Analysis

Past Commission policy has been studied and new administrative guidelines developed in order to compile, in one place, all policy which staff believes would provide for a more effective course certification procedure. The broad policy statements below, if adopted or confirmed by the Commission, will allow staff to expand its guidelines procedurally so that both POST staff and presenters may have a clearer understanding of the Commission's position concerning course certification.

Recommendation

It is recommended that the Commission adopt or confirm, as appropriate, the following policy principles, to be incorporated into PAM D-10, relating to course certifications:

1. Only those courses for which there is a definable and justifiable need shall be certified. \*
2. Funds allocated for training shall be expended judiciously and in the most cost effective manner possible. \*\*
3. POST staff and course presenters shall develop and use means of evaluating course effectiveness. \*
4. Courses shall not be certified which will be presented in conjunction with association or organizational meetings or conferences, nor shall courses be certified to associations which offer a one-time presentation if attendance is restricted to association members. \*

Utilize reverse side if needed

5. No course shall be certified which restricts attendance to a single agency unless the purpose of the course is for the improvement of a specific law enforcement agency, and attendance by nonmembers of that agency would jeopardize the success of the course. \*
6. When feasible, request for proposals (RFP) shall be required for contract and tuition-type courses. \*\*\*
7. Contracts for courses shall be kept to a minimum number and shall be entered into only when necessary. \*\*
8. Certification of courses to out-of-state presenters shall be kept to a minimum, and only made on an exceptional basis and with Commission approval. \*
9. Course certification shall be made on a fiscal year basis, subject to annual review. \*\*
10. POST staff shall actively encourage the development and use of performance objectives in all certified courses. \*
11. Training course certification and training activities shall be consistent with the Resource Management System. \*

\* Commission policy

\*\* Administrative policy

\*\*\* New policy



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>JOB-SPECIFIC COURSE CURRICULUM GUIDELINES</b>		Meeting Date <b>April 24-25, 1980</b>
Division <b>Operations Division</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>Bradley W. Koch</b>
Executive Director Approval <i>Thomas C. Bohan</i>	Date of Approval <b>4-8-80</b>	Date of Report <b>March 21, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

ISSUE:

Approval of performance-based curriculum for job-specific courses as developed by law enforcement members of the CPOA Training Standards Committee to be used as guidelines by trainers and POST staff.

BACKGROUND:

At its January 1980 meeting, the Commission approved continuation of the development of performance objectives for job-specific courses and that the material be presented to the Commission for final review at its April 1980 meeting.

The CPOA Training Standards Committee developed performance objectives for each of the Commission-identified job-specific training courses. Committee objectives included the desire to improve the quality of job-specific courses and to present this training in such a way that the law enforcement trainee who, upon pending or actual assignment to a new function, will be provided with sufficient basic skills and knowledge through training to function effectively immediately upon transfer to a new assignment. This was a major undertaking and constitutes an outstanding example of a cooperative effort in developing needed guidelines at no cost to POST.

ANALYSIS:

Much Commission action has been directed toward the development of training programs based on performance objectives. This project offers 857 performance objectives for the 25 job-specific, technical courses. Adoption of these objectives will provide much needed guidelines for staff use in reviewing and comparing curriculum of proposed job-specific courses and, as well, a core content for job-specific courses. By using the guidelines, job-specific course presenters will be able to expand their course presentations predicated on job analysis and, thereby, upgrade and improve the job-specific training program.

RECOMMENDATION:

Approve the proposed performance objectives guidelines for job-specific, technical courses as proposed.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Establishment of "The Kay Holloway Memorial Scholarship Fund"		Meeting Date April 24-25, 1980
Division Executive Office	Division Director Approval <i>R.T. Allen</i>	Researched By R. T. Allen <i>AB</i>
Executive Director Approval	Date of Approval	Date of Report March 14, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

Issue

Establishment of "The Kay Holloway Memorial Scholarship Fund."

Background

The Commission, at the January 17 & 18, 1980 meeting, as a special tribute to former Chairman of the Commission, Chief Kay Holloway, and to proliferate the high ideals she held for upgrading the competence of all law enforcement practitioners, asked staff to establish "The Kay Holloway Memorial Scholarship Fund."

Analysis

Chief Kay Holloway was a leader in the law enforcement community and, as such, firmly believed in education for all members of law enforcement. Her attainment of the Bachelor of Arts Degree and the Masters of Science Degree, to be awarded posthumously, is an indication of her commitment to higher education.

Her inspiration for higher education will be exemplified by creation of, "The Kay Holloway Memorial Scholarship Fund," established March 10, 1980 at the California State University of Long Beach Foundation, 1250 Bellflower Boulevard, Long Beach, CA 90840. The fund will be administered by staff of the Department of Criminal Justice, CSU Long Beach and POST via membership on "The Kay Holloway Memorial Scholarship Fund Selection Screening Committee." The Selection Screening Committee will establish criteria for awarding scholarships to qualified, graduate level candidates.

The fund has been established in cooperation with the Commission on Peace Officer Standards and Training, California Peace Officers' Association, California Police Chiefs' Association, California State Sheriffs' Association, California Women Peace Officers' Assoc. and others.

Additional details concerning the operation of the fund, method of contribution, establishment of the Selection Screening Committee, financial reporting requirements, and other specific details will continue to be explored.

Recommendation

- 1) The Commission endorse, "The Kay Holloway Memorial Scholarship Fund."
- 2) A Commissioner volunteer to be a member of "The Kay Holloway Memorial Scholarship Fund Selection Screening Committee."